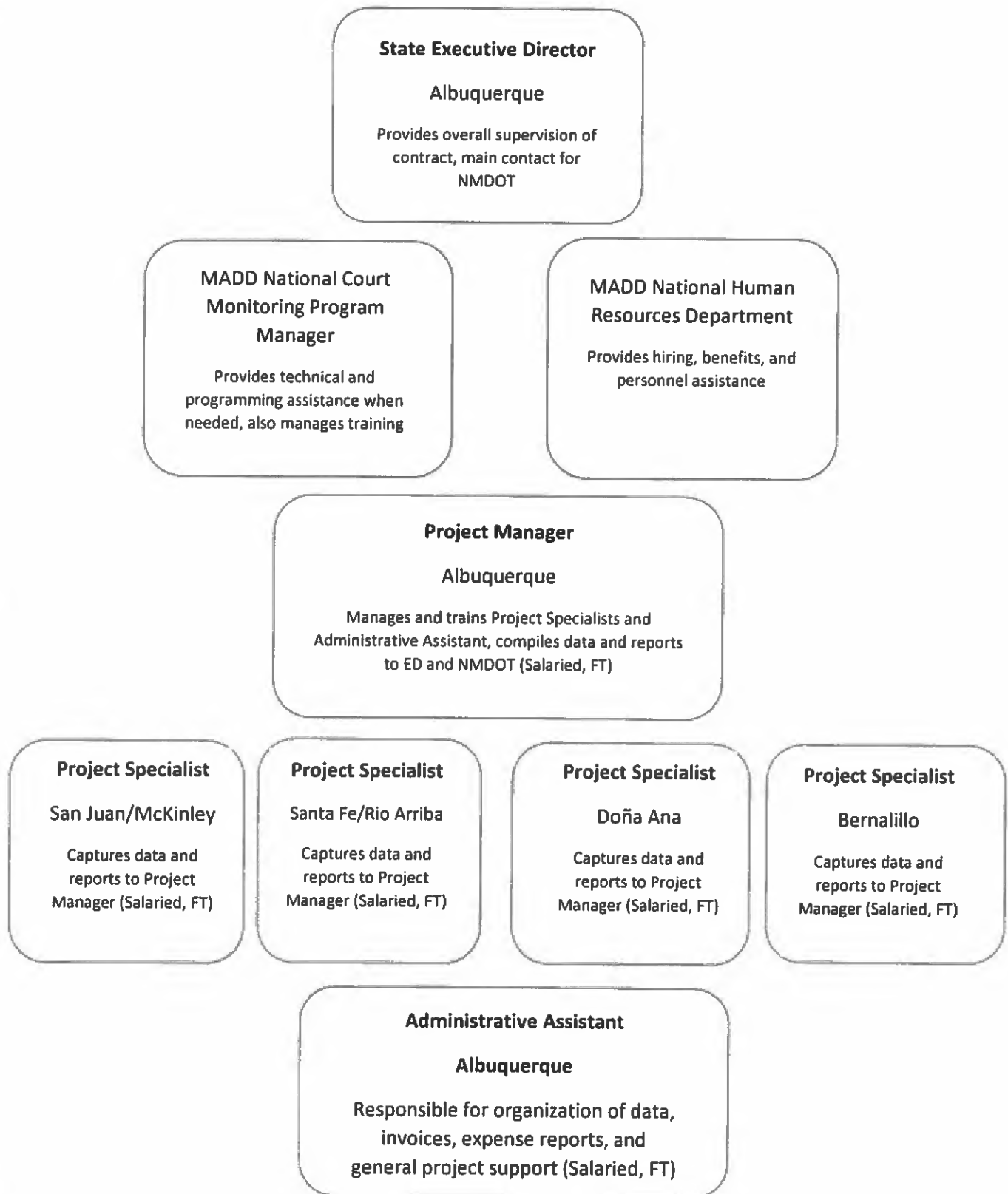


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ORGANIZATIONAL CHART



Proposal Summary

DWI COURT MONITORING FOR SIX COUNTIES

(Santa Fe, Bernalillo, Rio Arriba, McKinley, San Juan, and Doña Ana Counties)

Mothers Against Drunk Driving (MADD), a non-profit organization, was established in 1980. MADD's mission is to stop drunk driving, help fight drugged driving, support victims of this violent crime, and prevent underage drinking.

Background

Since its inception in 1980, MADD has made great strides in changing the perception of drinking and driving from social norm to violent crime. MADD has also worked extensively with law enforcement: promoting the use of sobriety checkpoints and saturation patrols, ensuring that local law enforcement has access to the latest equipment, and conducting compliance checks in establishments to prevent underage drinking. In the early 1990s, MADD turned its attention to a third component in the fight against drunk driving, the judicial system, and introduced its Court Monitoring Program. The goal of this core program is to create accountability in the criminal justice system by capturing and analyzing DWI case data, and reporting these observations in an effort to improve the adjudication process as it pertains to DWI cases.

MADD's well-established court monitoring program trains and employs monitors to observe, track, and report on the court activities related to impaired driving cases. They/Monitors follow cases from arrest through disposition, recording the proportion of cases that are dismissed or reduced down to lesser offenses, the rate of convictions, and the sanctions that are carried out. Studies of court monitoring programs indicate that monitoring cases produces higher conviction rates and stiffer sentences than unmonitored cases (Shinar D, 1992 and DWI Accident Analysis and Prevention 24, 167-179). Court monitoring has proven itself to be an effective tool in defining and addressing the judiciary's shortcomings as it pertains to the adjudication of DWI cases.

Through its extensive experience with court monitoring, MADD has identified several common obstacles in the prosecution of DWI cases. Courts are overburdened, prosecutors and judges who deal with impaired driving cases are sometimes poorly trained and inexperienced, and the pressures to deal with cases as quickly as possible are substantial. These pressures often lead to dropped charges, reduced charges, plea bargains that eliminate meaningful penalties, diversion programs that allow impaired drivers to be first-time offenders repeatedly, failure to impose mandatory sentences, failure to impose required treatment programs, and many other system failures.

These problems result in a system-wide lack of meaningful penalties for offenders and a general sense in the law enforcement and judicial communities, as well as in society at large, that justice is not done. This perceived lack of consequences may affect the behavior of offenders and potential offenders, and may lead to recidivism. Improvements in the court systems are vital in order to ensure that arrested offenders are sentenced appropriately, that their driving records accurately reflect their offenses, and that they receive mandated, and ultimately crucial, treatment.

A study conducted for the National Highway Traffic Safety Administration (NHTSA) in 1990 examined court monitoring in the state of Maine (Impact of Court Monitoring on DWI Adjudication, December 1990, DOT HS 807 678). Results showed that court monitoring is an effective tool to affect the adjudication process. In cases where court monitors were present, the conviction rate of DWI/DUI offenders were higher by 10 percent and the case dismissal rates were lower by 70 percent. Cases that were monitored showed that an individual's refusal of a Blood Alcohol Content (BAC) test resulted in a higher conviction rate of approximately 25 percent over refusal cases that were not monitored. The overall dismissal rate was nearly 90 percent lower. Also, once convicted, the likelihood of confinement was higher and the length of confinement was longer for court-monitored DWI/DUI drivers than for non-monitored DWI/DUI drivers. The study noted that the effects on sentences, in terms of strictness and adherence to the limits set out by statutes, were greatest for drivers with a BAC between .10 and .11, and in

cases where the driver had refused a BAC test when monitors were in the courtroom. This was especially true for first-time offenders.

Court monitoring has also proven to be a highly effective method of creating ongoing productive discussions between law enforcement, the judiciary community, and citizens. This makes the courts more accountable to the communities they serve by initiating a dialogue that serves to foster improvements, such as identifying shortcomings in the system, recommending practical solutions, and advocating for change in the court systems and procedures. MADD New Mexico will use the National Database System as a main tool for data entry, retrieval, and evaluation. MADD will use its refined and updated court monitoring program training courses to ensure that all personnel involved in the project are educated, knowledgeable, and able to utilize MADD's extensive court monitoring experience.

Please see extensive training guide and database in Other Supporting Material.

Six Counties Project

In 2002, MADD entered into a partnership with National Highway Traffic Safety Administration (NHTSA) and John Hopkins University to execute nationwide courtroom monitoring and evaluate program effectiveness. New Mexico was designated as a pilot site for this initiative, and MADD was able to employ a full-time Project Specialist to train volunteers and monitor courts in several counties until approximately 2012, when funding decreased. Captured data from 600 cases was regularly reported and filed with both with MADD's National Office and Johns Hopkins University. Through this initiative, MADD National was able to create and refine the database currently used: National Court Monitoring Database. Locally, this experience was utilized with NMDOT and MADD NM for a Court Monitoring Project in 2008.

This extensive experience with courtroom monitoring, nationally and locally, uniquely qualifies MADD to take on a sizeable statewide project of broad scope. MADD has created many of the systems and relationships necessary for such a project; the agency has a detailed knowledge of the workings of New Mexico's courts at the Municipal, Magistrate, and District levels, as well as

strong working relationships with Judges and District Attorney's offices throughout the state. Additionally, technical tools for data capturing have been created and refined, and a Court Monitoring Program Specialist is available at MADD's National Office for technical and programmatic assistance where needed.

For the proposed Six County Court Monitoring Program, MADD New Mexico, with assistance from its National Human Resources Department and Court Monitoring Specialists, will hire one Project Manager, one Administrative Assistant, and four Project Specialists. Project Specialists, with the assistance of the Project Manager, will develop court monitoring duties throughout the six-county area and in any additional counties requested. Project Specialists, with the assistance and guidance of the Project Manager, will develop a court monitoring program for their assigned county Municipal, Magistrate, and District Courts. The Project Specialist will identify and observe DWI/DUI cases as they move through the judicial system and note their outcomes. All captured data will be submitted to the Project Manager, entered into a database, and analyzed in order to offer recommendations for improvement. This program will evaluate the courts via regular review of the court records and tracking of offenders and the probation records. MADD Court Monitoring also creates a dialogue between the judiciary, district attorneys, defense bar, and law enforcement to ensure that all stakeholders are involved in system improvements.

MADD will conduct quarterly outreach meetings consisting of law enforcement, prosecutors, and community members, and will begin to address any concerns within the court system that pertain to prosecuting and holding drunk/drugged drivers accountable. MADD will contact members within 30 days and/or schedule meetings one-on-one as needed to address any concerns and will begin building relationships that will ensure more drunk /drugged drivers are held accountable. This will reflect in the number of convictions in the court with which MADD is working. Community concerns: MADD receives roughly 50-70 calls a year from the general community requesting MADD's assistance in gathering information on drivers who continue to drink and drive after a conviction, dismissal, or while they are on probation; these callers also

express concerns about the judicial process. MADD follows up on all of these calls to ensure the community member has a clear understanding of how the judicial system works and what they can do to be a part of the solution. MADD will also educate the general public on the dangers of drunk driving and underage drinking by conducting presentations and attending health and safety fairs throughout the year.

Hiring and Training

Four Project Specialists, one Administrative Assistant, and one Project Manager will be hired to cover the specified six-county area. One Project Specialist will oversee activities in McKinley and San Juan Counties, the second Project Specialist will be responsible for Rio Arriba and Santa Fe counties, the third Project Specialist will be responsible for Doña Ana, and the final Project Specialist will oversee Bernalillo County. Additionally, MADD will hire one Project Manager to oversee all four Specialists, to ensure that program goals are being met, to compile data, and to submit regular reports. In addition, an Administrative Assistant will be employed to support all positions. Per the notes, conversations, and records of the last grant-funded Court Monitoring Project MADD NM managed for NMDOT, the Administrative Assistant is a key position to properly support this project. These positions will be posted online on the MADD National website. Interviews will be conducted and positions will be filled by the State Executive Director, in conjunction with MADD's National Office.

Upon hire, and after passing a background check, all program employees will attend a three-day project training in Albuquerque under the direction of the State Executive Director and MADD National Court Monitoring Program Director. Training will include an overview of the program goals and objectives, courtroom conduct, and court systems and procedures. Training manuals and training tools will be provided. Trainees will visit actual courtrooms, meet judges, review court documents, and discuss program successes in order to construct a plan of action for project implementation at their assigned sites.

With the benefit of having MADD National resources, MADD will be able to track a minimum total of 800 cases in target communities in all six counties with 200 cases per Project Specialist. They will use the MADD National Court Monitoring Database to record data and submit all information to their Project Manager. With the exception of the Manager, Administrative Assistant, and the Bernalillo County Specialist, all Project Specialists will work remotely, but will make weekly reports to the Manager and attend monthly meetings at the Albuquerque office. Additionally, the Manager will make quarterly visits to their project sites to ensure volume and quality of work and analyze all project data to identify trends and make recommendations.

Project Specialist

This position is at the county level. The Project Specialist is a full-time salaried position. The Project Specialist oversees all aspects of the Court Monitoring Program in assigned counties, works with law enforcement, prosecuting attorneys, and judges. Other duties include: gathering baseline data utilizing instruments developed by MADD National, educating target communities regarding the Court Monitoring Program, compiling written reports and statistics on disposition of cases and alcohol-related deaths/injuries/crashes, and writing and submitting progress and final reports. The Project Specialist ensures data quality and compiles and submits completed forms to Manager on a weekly basis.

Project Specialist Manager

The Project Specialist Manager is a full-time salaried position. Responsibilities include: assisting with hiring Project Specialists, overseeing program activities, approving all written reports and project expenses, and implementing and managing all aspects of the contract. The Manager will also facilitate community relations that will assist the Project Specialists in the development of the programs, assist with site-specific program planning, schedule monthly and quarterly meetings for the program staff, and analyze data from all six counties to identify trends. The Manager will compile monthly reports and submit them to the funder, and will liaison with NMDOT and the court monitoring experts at MADD National Office when necessary.

Administrative Assistant

The Administrative Assistant is a full-time salaried position. Responsibilities include: assisting and supporting Project Specialists, Project Manager, and the State Executive Director. Duties will also include customer service, accounts receiving and payables, as well as day-to-day support of business operations.

Activities and Evaluation

In order to measure program objectives, MADD will implement the following activities:

1. Compile pertinent statistical information on the handling of DWI/DUI cases in an effort to hold the judicial system accountable for its actions
2. Provide reports on effectiveness and enforceability of the current DWI/DUI laws
3. Making the courts aware of the public's scrutiny of DWI/DUI case results
4. Decrease recidivism rates in DWI/DUI cases

Project Specialists will observe all pertinent phases of the case. These may include: pretrial/arraignment, plea, trial, and sentencing. They will record the disposition of each case, as well as note the original charge and whether or not the conviction was based on the original charge or a lesser-included crime. They will also note any plea offers in the court. The program will follow each defendant from arraignment through the post-conviction process: jail, probation, and/or appeals. This method allows a comprehensive observation of the entire judicial process, including prosecutors, defense attorneys, evidence collected, and testimony given by law enforcement officers, as well as judicial conduct both in the courtroom and during sentencing. It also allows a post-courtroom look at how the system works following adjudication.

Monitors will also be responsible for verifying case results through the public record after final adjudication by the court. This will include pleas and dismissals or reductions in sentences. Each monitor will fill out a data collection form that will be turned into the Project Manager.

Following cases in this manner will allow trends to become readily apparent and also show differences in jurisdictions. Issues to address include the effects of court monitoring on:

- The basic disposition of DWI cases (guilty, dismissed, not guilty, guilty of some other offense)
- The sanctions imposed
- How the effect may vary by whether judges are appointed versus elected
- Whether different mechanisms of reaching verdicts are differentially affected (pleas at arraignments, pleas at subsequent appearances, plea bargains, summary judgements, jury trials, deferred judgements, and the like)
- Disposition of BAC at time of arrest
- Disposition of refusal
- Disposition of prior record
- Disposition of crash involvement
- How the defendant is handled by the system after conviction
- Other issues that will evolve through discussions with the community stakeholders

MADD will utilize MADD's National Court Monitoring Database to record and report all captured data. This is the most effective method of compiling statistical information and providing feedback to the funder on the effectiveness and enforceability of the current DWI/DUI laws. The systematic documentation that a case-tracking database provides also gives credibility to the court partnership program. Courts cannot claim that MADD or any other organization conducting court monitoring is skewing results when the information is systematically recorded into a database. The National Court Monitoring Database reports will show a change in the behavior of the prosecutors and judges as fines and jail sentences increase and dismissals decrease.

MADD will measure the success of the program goals through the following outcome objectives:

1. Increase in conviction rate of DWI/DUI offenders, focusing on repeat offenders
2. Decrease in the DWI/DUI case dismissal rate
3. Increase in the sentence length for DWI/DUI offenders

4. Decrease in recidivism rate for DWI/DUI cases

Because of MADD's extensive experience with court monitoring, the services of subcontractors will not be necessary.

Project Timeline

- | | |
|--|---------------------|
| ○ Hire Project Manager/Specialists/Admin Assistant | Month 1-2 |
| ○ Gather Baseline Court Data/Train Project Specialists | Month 1-2 |
| ○ Identify Cases to Monitor | Month 2-4 (ongoing) |
| ○ Monitor Courts/Collect Data/Report Monthly | Month 2-12 |
| ○ Evaluation of Program Progress | Month 6 |
| ○ Final Report and Recommendations | Month 12 |

Cost:

| Expense Category | Description | Expense |
|--------------------------------|---|------------------|
| Personnel: \$296,540 | | |
| Project Specialists: (4) | Salaries: 4 @ \$40,000.00 | 160,000 |
| Full-Time Salaried | Benefits @ 100% | 12,805 |
| Project Manager: (1) | Salary: 1 @ \$50,000.00 | 50,000 |
| Full-Time Salaried | Benefits @ 100% | 12,805 |
| Administrative Assistant: (1) | Salary: 1 @ \$40,000 | 40,000 |
| Full-Time Salaried | Benefits @ 100% | 12,805 |
| Executive Director: (1) | 5 hrs/wk | 8,125 |
| Direct Costs: \$103,460 | | |
| Travel Costs | Mileage/Parking (staff at court) Meetings in Albuquerque | 42,760 |
| General Office Supplies | | 3,500 |
| Program Materials | | 3,500 |
| Postage | | 7,500 |
| Training | | 10,000 |
| Copies | | 7,500 |
| Conference | MADD National registration/travel | 7,500 |
| Office Equipment | Computers/Printers | 14,000 |
| Communications | Telephone/Internet | 7,200 |
| Total Expenses | | \$400,000 |

Personnel

Project Specialist is a 40-hour salaried full-time position. With the exception of the Bernalillo County Specialist and the Administrative Assistant, located at the Albuquerque office, all others will work remotely.

Project Manager is a 40-hour salaried full-time management and administrative position. The Manager will be located at the Albuquerque office.

Administrative Assistant is a 40-hour full-time administrative position located in the Albuquerque office. The assistant will work with and support all personnel associated with the project.

Direct Costs

Travel consists of mileage costs for Project Specialists and Project Manager calculated at \$.55 cents per mile. Travel may also include parking costs and hotel costs, if applicable. Based on prior projects and recommendations, this budget needed to be increased to allow for the extensive travel of several remote Project Specialists who are covering two counties and increased meetings in Albuquerque.

General Office Supplies consists of business cards for the Program Staff, paper, pens, and toner for printer and the other general consumable office supplies as determined.

Program Materials consists of anything needed to provide training, support, and function of the project

Postage consists of the cost of U.S. postage for mailings as related to the Court Monitoring Program and other projects as needed.

Training consists of travel (air, hotel, meals, and misc.) for National Court Monitoring Program Manager to come to state and train Project staff for 2-3 days. Cost includes: cost of materials for training and presenters, food for training, and travel and hotel for remote Project Specialists.

Copies consists of cost of copies as related to Court Monitoring Program. Based on .06 cents per copy for a twelve month period.

Conference consists of the cost for the Project Manager to attend the MADD National Conference. It includes the cost of registration, hotel, meals, and misc. The National Conference provides an opportunity for additional training for the Project Staff, as well as the opportunity to meet and interact with other Court Monitoring Project Specialists.

Office Equipment consists of the cost of computers, phones, and printers to be used by Project Manager, Administrative Assistant, and Project Specialists as needed.

Communications consists of the ability to add an additional line to be used by each Project Specialist. This will include local and long distance capabilities, as well as access to high speed Internet.

Response to Mandatory Specifications

1. Offeror's Company Experience:

- A. Since its inception as non-profit organization in 1980, MADD has made great strides in changing the perception of drinking and driving from social norm to violent crime. MADD's mission is to end drunk driving, help fight drugged driving, support the victims of these violent crimes, and prevent underage drinking. MADD has also worked extensively with law enforcement: promoting the use of sobriety checkpoints and saturation patrols, ensuring that local law enforcement has access to the latest equipment, and conducting compliance checks in establishments to prevent underage drinking. The MADD National office is located in Irving, Texas. Nationally, MADD is represented by 75 different offices and has a total of 300 employees. The MADD New Mexico office is located in Albuquerque and holds a total of 6 employees. MADD New Mexico has 1 Executive Director, Aisha Smith. Aisha Smith will be the principal administrator of the awarded contract. MADD New Mexico also houses 3 Victim Advocates and 2 Program Coordinators. Victim Advocates are responsible for serving victims of drunk or drugged driving by offering services free of charge through publicly funded grants, for example, Victims of Crime Act (VOCA) and providing necessary support in court situations. Program Coordinators offer a series of evidence-based presentations and discussions for parents and children of varying ages on the topic of underage drinking and prevention.
- B. In the early 1990s, MADD turned its attention to a third component in the fight against drunk driving, the judicial system, and introduced its Court Monitoring Program. The goal of this core program is to create accountability in the criminal justice system by capturing and analyzing DWI case data, and reporting these observations in an effort to improve the adjudication process as it pertains to DWI cases. MADD's well-established court monitoring program trains and employs monitors to observe, track, and report on the court activities related to impaired driving cases. These monitors follow cases from arrest through deposition, recording the proportion of cases that are dismissed or reduced down to lesser offenses, the rate of convictions, and the sanctions that are carried out. Studies of court monitoring programs indicate that monitoring cases produces higher conviction rates and stiffer sentences than unmonitored cases (Shinar D, 1992 and DWI Accident Analysis and

Prevention 24, 167-179). Court Monitoring has proven itself to be an effective tool in defining and addressing the judiciary's shortcomings as it pertains to the adjudication of DWI cases.

Through its extensive experience with court monitoring, MADD has identified several common obstacles to swift and effective prosecution of DWI cases. Courts are overburdened, prosecutors and judges who deal with impaired driving cases are sometimes poorly trained and inexperienced, and the pressures to deal with cases as quickly as possible are substantial. These pressures often lead to dropped charges, reduced charges, plea bargains that eliminate meaningful penalties, diversion programs that allow impaired drivers to be first time offenders repeatedly, failure to impose mandatory sentences, failure to impose required treatment programs, and many other system failures.

These problems result in a system-wide lack of meaningful penalties for offenders and a general sense in the law enforcement and judicial communities, as well as in society at large, that justice is not done. This perceived lack of consequences may affect the behavior of offenders and potential offenders, and may lead to recidivism. Improvements in the court systems are vital in order to ensure that arrested offenders are sentenced appropriately, that their driving records accurately reflect their offenses, and that they receive mandated, and ultimately crucial, treatment.

- C. A study conducted for the National Highway Traffic Safety Administration (NHTSA) in 1990 examined the court monitoring in the state of Maine (Impact of Court Monitoring on DWI Adjudication, December 1990, DOT HS 807 678). Results showed that court monitoring is an effective tool to affect the adjudication process. In cases where court monitors were present, the conviction rate of DWI/DUI offenders was higher by 10 percent and the case dismissal rates were lower by 70 percent. Cases that were monitored showed that an individual's refusal of a Blood Alcohol Content (BAC) test resulted in a higher conviction rate of approximately 25 percent over refusal cases that were not monitored. The overall dismissal rate was nearly 90 percent lower. Also, once convicted, the likelihood of confinement was higher and the length of confinement was longer for court-monitored DWI/DUI drivers than for non-monitored DWI/DUI drivers. The study noted that the effects

on sentences, in terms of strictness and adherence to the limits set out by statutes, were greatest for drivers with a BAC between .10 and .11, and in cases where the driver had refused a BAC test when monitors were in the courtroom. This was especially true for first-time offenders.

Court monitoring has also proven to be a highly effective method of creating ongoing productive discussions between law enforcement, the judiciary community, and citizens. This makes the courts more accountable to the communities they serve by initiating a dialogue that serves to foster improvements, such as identifying shortcomings in the system, recommending practical solutions, and advocating for change in the court systems and procedures. MADD New Mexico will use the National Database System as a main tool for data entry, retrieval, and evaluation. MADD will use its refined and updated court monitoring program training courses to ensure that all personnel involved in the project are educated, knowledgeable to utilize MADD's extensive court monitoring experience. **Please see extensive training guide and database in Other Supporting Material.**

- D. All appropriate and relevant professional certification and/or other documented credentials are included in Other Supporting Material.

2. Offeror's Proposed Personnel Experience and Qualifications:

Project Specialist

This position is at the county level. The Project Specialist is a full-time salaried position. The Project Specialist oversees all aspects of the Court Monitoring Program in assigned counties, including working with law enforcement, prosecuting attorneys, and judges. Other duties include gathering baseline data utilizing instruments developed by MADD National, educating target communities regarding the Court Monitoring Program, compiling written reports and statistics on disposition of cases and alcohol-related deaths/injuries/crashes, and writing and submitting progress and final reports. The Project Specialist ensures data quality and compiles and submits completed forms to Project Manager on a weekly basis. The required qualifications of the Project Specialist are extensive and will lead to accurate data reporting and effective court monitoring.

- Bachelor's degree (legal background preferred)
- 2-4 years of experience dealing with court systems, courtroom procedures, and laws
- Experience with accurate data entry and reporting
- Proficiency in the latest web technologies and working knowledge of various operating systems

Project Manager

The Project Manager is a full-time salaried position. Responsibilities include assisting with hiring Project Specialists, overseeing program activities, approving all written reports and project expenses, and implementing and managing all aspects of the contract. The Project Manager will also facilitate community relations that will assist the Project Specialist in the development of the program, assist with site-specific program planning, schedule monthly or quarterly meetings for the program staff, and analyze data from all six counties to identify trends. The Project Manager will compile monthly reports and submit them to the funder, and will liaison with the court monitoring experts at MADD National Office when necessary. The qualifications for the Project Manager position are extensive and as follows:

- Master's Degree
- 3-5 years of management experience
- Extensive project management experience; legal background preferred

- Solid understanding of court system, courtroom procedures, and familiarity with laws
- Excellent written and oral communication skills
- Data-driven with excellent organizational skills
- Proficiency in the latest web technologies and working knowledge of various operating systems

Administrative Assistant

The Administrative Assistant is a full-time salaried position. The responsibilities of the Administrative Assistant include supporting all relevant positions in the Court Monitoring program, the organization of expense reports, the organization of data and invoices, general office duties, and customer service. Due to the sometimes sensitive nature of the Court Monitoring program and the high salary that is offered, qualifications for this position are extensive.

- Excellent written and oral communication skills
- Data-driven with excellent organizational skills
- Proficiency in the latest web technologies and working knowledge of various operating systems
- Bachelor's Degree

MADD NM has several applicants in mind for three of the seven positions. Their resumes are included in Other Supporting Material. The following is a summary of Project Manager, Project Specialist, and Administrative Assistant.

- Melissa Fox has been an employee of MADD for six months and has just completed her Master's Degree in Business Administration. She has demonstrated the key abilities and skills necessary for management, community relations, and data organization. She has quickly gained knowledge of the legal procedures and laws regarding DWI/DUI in NM.
- Andrea Grosstete has been an employee for MADD for almost three years and has been a superb Victim's Advocate in the state of New Mexico. She excels at court monitoring and case management, as well as in the understanding of the DWI/DUI laws in NM.
- Kathy Freise has extensive administrative, organizational, and analytical experience. Her customer service skills are superb. She would be an asset to any position for this project.

MELISSA FOX

OBJECTIVE I am seeking the position of Project Manager for the Court Monitoring Project Manager with Mothers Against Drunk Driving in New Mexico.

RELEVANT EXPERIENCE

PROGRAMS COORDINATOR –MOTHERS AGAINST DRUNK DRIVING JULY 2015 – PRESENT

- Design and implement program for 10-15 year old youths called POY
- Responsible for over 150k in program budget
- Met and exceeded scope of work for required grantors including over 200 youths reached, Teen Influencers group established and thriving, and over 200 parent reached.
- Provided guidance and training to volunteers and other program coordinators.
- Worked with concerned citizens to address the needs of the community regarding drunk and drugged driving, as well as underage drinking
- Attended court sessions, Victim Impact Panels, community outreach meetings, and other items as it pertains to drunk and drugged driving in New Mexico

KIOSK MANAGER – WIRELESS ADVOCATES JANUARY 2015 - PRESENT

- Achieve and maintain 100% activations to budget and 121% GPD to budget in two months
- Manage staff of 3-6, including extensive sales training, encouraging, and performance management
- Encourage and develop new employees to exceed Wireless Sales Expert Goals
- Grow gross profit from under 100 phone sales per month to over 300 by executing effective sales strategies.
- Responsible for management of advertising and maximizing community engagement
- Manage multiple projects and deadlines with precision and efficacy.
- Provide the highest level of customer service to all Members, ensuring each member has the best experience possible.

AREA SALES MANAGER – T-MOBILE MARKETSOURCE AUGUST 2014 – JANUARY 2015

- Increased market share by 14% (making T-Mobile the 2nd largest wireless provider in the district)
- Consistently engaged sales team and made partners within the field to grow the business
- Provide technical support 24/7 to Sales Experts

- Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude..
- Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.
- Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards.
- Computer-literate performer with extensive software proficiency covering wide variety of applications.
- Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.
- Exceptional listener and communicator who effectively conveys information verbally and in writing.

SKILLS

- Managed a budget of over \$500,000 and over 1,200 volunteers
- Training and coaching peers on software developments and new technology
- Creating a guidebook for staff to follow in order to ensure the operation objective and procedures are being maintained and followed.
- Managing communication with volunteers and seeking to provide support in their efforts consistently and pro-actively.
- Maintaining strong relationships with community to develop LLS' presence in the community including Bravo!, Metalogic, and Costco.
- Organizing and managing several events to increase community awareness
- Recruiting, training and developing over 500 key volunteers and established networks with clear communication to maintain volunteers for many years

LEUKEMIA & LYMPHOMA SOCIETY

JUNE 2012 – STILL INVOLVED

- Achieved highest level of T-Mobile activations in Apple store by increasing T-Mobile presence within their doors. Sales jumped from 3 per month to over 60

- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
-

EDUCATION

MANAGEMENT BUSINESS ADMINISTRATION

UNIVERSITY OF PHOENIX DECEMBER 2015

Received an academic excellence award for achieving highest GPA for consecutive semesters

B.A. ENGLISH PROFESSIONAL WRITING

UNIVERSITY OF NEW MEXICO - MAY 2014

Achieved Dean's list while attending UNM

Focused degree on English and Management cooperatively

VOLUNTEERISM

LEUKEMIA & LYMPHOMA SOCIETY

- Executive Light The Night Committee Member
- Lead Volunteer and Volunteer Coordinator for Light The Night
- Organized over 200 volunteers for before and during the event
- Partnered with local businesses which donate for having their employees volunteer.
- Promote LLS with several work place recruiting volunteer events

ANIMAL HUMANE SOCIETY OF NEW MEXICO

- Lead dog walker
- Lead dog trainer and new dog introduction specialist
- Lead trainer for new volunteers
- Responsible for the recruitment of 20 new volunteers for the Animal Humane Society of New Mexico.



OBJECTIVE

I am pursuing a position that utilizes my integrity in improving the judicial system, dependable work ethic, and willingness to improve the community as a whole. I strive to improve the New Mexican community with established and solid community partner relationships, knowledge of multiple judicial resources that are offered within the court systems, and educational tools gained throughout my experience in the court room.

- Excel in detail-Orientation and consistency
- Desire to advocate for needed change
- High regard for honesty and accountability
- Organizational Skills
- Excellent work ethic
- Dependable

PROFESSIONAL EXPERIENCE

MOTHERS AGAINST DRUNK DRIVING

Victim Services Specialist/VIP Coordinator, August 2013 -Present

Victim Advocate

- Guide victims and families through the court process, ensure victims' rights are not being violated and they are provided support during court proceedings
- Active in court monitoring, apply knowledge of DWI laws and judicial practices
- Provide criminal justice guidance and processes
- Accompany victims and families to court
- Establish and maintain relationships with collaborative partners
- Active in DWI court and Drug court programs with Bernalillo courts
- Familiar with judicial terminology and practices within the court room
- Maintained positive relationships with Judges, Court Administrative Assistants, Attorneys, and Probation Officers in collaboration of offender's attendance for Madd Victim Impact panels
- Completed training for NM Vine and State Automated Victim Information Notification
- Provide emotional support to victims as they work through their journey of grief and trauma
- Provide resources for assistance as victims are in need
- Delivered numerous community presentations relating to victim advocacy and the crime of DWI
- Create and facilitate victim event
- Delivered multiple presentations to DWI offenders through Madd Victim Impact Panels.
- Provides education and awareness of dangers of impaired driving
- Completed beginning and advanced VATI training through MADD
- Completed AIA conference through CVRC

MOTHERS AGAINST DRUNK DRIVING

Internship/ Volunteer, Albuquerque NM April 2012 – May 2013

- Assisted Victim Service Specialist in providing MADDD services to victims.
- Supported victims through their grief and trauma
- Advocated for victim rights and social equality by applying cultural sensitivity, effective communication, and showing compassion and understanding towards victim's needs
- After completion of my internship, I remained active with MADDD through volunteering
- Effective in displaying compassion and empathy toward victims
- Gained relationships and respect among victims, families, and collaborative partners
- Completed Court Monitoring Orientation
- Accompanied victims to court proceedings
- Assisted and organized the Annual Candlelight Vigil for victims and survivors
- Created and facilitated a Pre-Holiday Event for victims and families
- Acquired knowledge regarding victim rights, active work at the legislation, DWI laws, and judicial practices
- Completed Compensation training/CVRC New Mexico
- Completed Protecting You/Protecting Me training
- Attended/Volunteered – Victim Impact Panels, DWI check points, Honoring Heroes, Walk/Dash Like MADDD, MADDD Volleyball

August 2008-March 2012 in school pursuing Bachelor's degree in Social Work

US NEW MEXICO FEDERAL CREDIT UNION

Teller/ Phone Teller, Albuquerque NM April 2005 – July 2007

- Provided excellent customer service and gained customer loyalty
- Attended training classes pertaining to computer system upgrades
- Efficiently met customers' financial needs and exceeded customer expectations
- Made improvements to climb the professional ladder.
- Efficient cash drawer balancing
- Maintained high standards to meet service goals
- Effective communication and listening skills

EDUCATION

New Mexico Highlands University – Bachelors of Social Work

Central New Mexico Community College – Associates of Arts in General Studies
University of New Mexico, Valencia NM – 25 credits

New Mexico State University, Las Cruces NM -1999 GED

Menaul High School, Albuquerque NM – 1995-1997

Kathy M. Freise
1603 Princeton Dr. N.E. Albuquerque, NM 87106
(505) 235-8024 / kathyfreise@gmail.com

Professional and Academic Summary

I hold a Ph.D. in American Studies and an M.A. and B.A. in English. I have broad experience in e-commerce, administration, project management and writing-related fields. Excellent oral and written communication skills.

PROFESSIONAL EXPERIENCE

**1996-present Project Manager, Digital Marketing Specialist and Writer/Editor,
NetChannel Inc., Albuquerque, New Mexico**

- Develop and implement Web site marketing, creative strategies, content and architecture for netchannel.com and addarug.com to increase online presence.
- Co-lead search engine optimization (SEO) strategies and social media initiatives including social media and blog.
- Enhance the content of site pages to include targeted keywords and keyword phrases.
- Help create, analyze and optimize online marketing programs.
- Develop customer service strategies and provide customer service support.
- One of three principals who built addarug.com, a leading online contemporary rug sales site (now netchannel.com). Primary responsibilities include site copy, customer relations, image development.

1998-present Freelance writer and editor

- Contract for writing and editing projects, including donor solicitations, grant applications, website copy, newsletters, annual reports and exhibition scripts.
- Client list includes various healthcare and academic Foundations, the Smithsonian Institution's National Museum of the American Indian (draft exhibition script, 2003); University of New Mexico (President's Annual Report, 2002); Southwest Repertory Theatre (grant writing, 2001-2002); Micron PC (bi-monthly newsletter, 2000-01).

1998-01 Grant Writer, College of Fine Arts, University of New Mexico

- Coordinated projects with faculty members (Department of Art and Art History, Arts Technology Center, Arts of the Americas Institute), Dean's Office and Office of Research Services.
- Researched, planned and wrote grants for educational activities including those for the exhibition "Crossing Boundaries, Transcending Categories: Contemporary Art from Mata Ortiz," New Mexico Museum of Fine Arts, Summer 2000.

**1997-98 Director, Family Focus Center Enrichment Program, Albuquerque,
New Mexico**

- Planned and administered arts program budget and curriculum.
- Coordinated program planning, promotion and administration.
- Responsible for hiring and supervising program instructors and counselors.

1995-96 Assistant to the President/MSU Foundation Executive Vice President, Moorhead State University, Moorhead, Minnesota

- Assisted the President with a variety of initiatives, including media relations strategies, speech writing, and handling routine correspondence and complaints.
- Served as primary staff executive and institutional liaison for the MSU Foundation, focused on research and planning for the merger of the Foundation and the MSU Alumni Association.
- Served as primary administrator for the institution's quality management strategy and grants.
- Directed the University's summer high school multidisciplinary residential arts program.
- Administered the University's Performing Arts Series, including program planning and implementation, scheduling, budget management, front-of-house operations, grant writing, marketing and promotion.
- Administered the institutional marketing budget and served as lead planner for public affairs initiatives, including advertising, special events and public relations.
- Represented the University on city and business committees and boards, including the Chamber of Commerce and the Lake Agassiz Arts Council.
- Acted as a liaison to facilitate and support the work of faculty on university-wide priorities, including coordination of fundraising activities and event planning.

1992-95

Assistant to the Dean of Arts and Humanities/University Communications Officer, Moorhead State University, Moorhead, Minnesota

- Administered the University's Performing Arts Series, including all programmatic and budgetary aspects.
- Developed external and internal communications materials for the University's quality management strategy, including grant writing.
- Participated in planning and coordination of Academic Affairs initiatives such as interdisciplinary core curriculum program and quality management strategy, assisting the President, Vice President of Academic Affairs and Dean of Arts and Humanities.
- Served as creative coordinator for University marketing materials, including viewbook, recruitment videos, print and broadcast advertisements, and acted as part of a creative team to develop and execute University communications strategies, recruitment efforts and special events.
- Conceived of and executed fundraising activities with the Alumni Association and University Foundation.
- Supervised student assistants, technical support staff and box office staff for Performing Arts Series.
- Served on campus and community committees, including Cultural Diversity Committee.
- Taught advertising copywriting classes within the mass communications department.

1991-92

Assistant to the Dean of Arts and Humanities, Moorhead State University, Moorhead, Minnesota

- Provided writing and research support for the University's quality management strategy.

- Acted as liaison between dean's office and academic departments.
- Coordinated development and promotional strategies for new and existing University programs such as Theme Year.

1989-92 Assistant Director of University Communications, Moorhead State University, Moorhead, Minnesota

- Conceptualized, wrote, edited and supervised the production of University marketing materials, recruitment publications, print and broadcast advertising videos.
- Served as creative director, writer and media liaison for MSU Performing Arts Series.
- Developed information and awareness strategies with academic departments.
- Supervised student assistants.

1988-92 Independent Writer and Public Relations Consultant

- Provided creative services to a variety of institutions and arts organizations including North Dakota State University, Concordia College, The Forum, KDSU-FM, KCCM-FM, North Dakota Council on the Arts, Trollwood Performing Arts School, North Dakota Horizons Magazine.

1987-89 Communications and Education Manager, Plains Art Museum, Moorhead, Minnesota

- Planned, implemented and monitored Museum information, advertising, marketing, public relations, media relations and special events.
- Supervised exhibition interpretive materials and publications, including writing, design and production.
- Designed and monitored Museum educational programs, docent training and educational outreach efforts and materials, with particular focus on American Indian collection.
- Managed department budget.
- Supervised department assistants.

1984-87 Arts and Entertainment Writer, The Forum, Fargo, N.D.

- Wrote daily and weekly feature stories, reviews and columns.

SELECTED HONORS AND AWARDS

2002 Citation of Excellence, New Mexico Advertising Federation
Collateral Material, UNM President's Annual Report

1994 ADDY Award, Fargo-Moorhead Advertising Federation
Direct Marketing, MSU Performing Arts Series
Print Material, MSU Performing Arts Series

1993 ADDY Award, Fargo-Moorhead Advertising Federation
Direct Marketing, MSU Performing Arts Series
Print Material, MSU Elegant Ellington Concert

1992 ADDY Award, Fargo-Moorhead Advertising Federation

Newspaper Advertising, MSU Performing Arts Series

Citation of Excellence, Fargo-Moorhead Advertising Federation
Print Material, MSU Performing Arts Series
Print Material, MSU Theme Year Calendar

Best of Horizons Award, Greater North Dakota Association
"Storyland" (American Indian Traditions in the Turtle Mountains)

First Place Award, National Federation of Press Women
Radio Advertising, American Crystal Sugar Company

Second Place Award, National Federation of Press Women
Radio Advertising, MSU "High School Bear"
Magazine Advertising, MSU "Meet One of Our Campus Rock Stars"
Direct Mail Marketing, MSU Fact Sheet
Direct Mail Marketing, MSU Performing Arts Series

Sweepstakes Award, North Dakota Professional Communicators
First place awards: Magazine Advertising, MSU "Meet One of Our
Campus Rock Stars"

Newspaper Advertising Campaign, MSU Performing Arts Series
Radio Advertising, American Crystal Sugar Company
Radio Advertising Campaign, MSU "High School Bear"
External Annual Report, MSU Foundation
Direct Mail Marketing, MSU Performing Arts Series
Direct Mail Marketing, MSU Fact Sheet

1991 Citation of Excellence, Fargo-Moorhead Advertising Federation
Newspaper Advertising, MSU Performing Arts Series
Magazine Advertising, MSU
Print Material, MSU Viewbook
Annual Report, MSU Foundation

Gold Award, Admissions Marketing Advertising Competition
Radio Advertising, MSU "Drive for Five"

Silver Award, Admissions Marketing Advertising Competition
Magazine Advertising, MSU

Second Place Award, National Federation of Press Women

Feature Story, North Dakota Horizons Magazine
Print Advertising, MSU Performing Arts Series
PR Printed Materials, MSU Dragon Tales Tabloid

First Place Award, North Dakota Professional Communicators

Feature Story, North Dakota Horizons Magazine
Print Media Advertising, MSU Performing Arts Series
PR Printed Materials, MSU Dragons Tales Tabloid
Print Advertising, MSU Student Performing Arts Poster

1990 ADDY Award, Fargo-Moorhead Advertising Federation
Print Material, MSU Student Performing Arts Poster

Citation of Excellence, Fargo-Moorhead Advertising Federation
Newspaper Advertising, MSU External Studies Program
Print Material, MSU Performing Arts Series

Gold Award, Admissions Marketing Report
Radio Advertising, MSU "High School Beat"

1988 ADDY Award, Fargo-Moorhead Advertising Federation
Print Material, Plains Art Museum Catalog

Citation of Excellence, Fargo-Moorhead Advertising Federation
Television Public Service Announcement, Plains Art Museum

Sweepstakes Award, North Dakota Professional Communicators
First place awards: Newsletter, Radio Public Service Announcement,
Television Advertisement, Brochure, Feature Story

First Place Award, National Federation of Press Women
Newsletter, Plains Art Museum

1986 First Place Award, National Federation of Press Women
Feature Story, The Forum

Who's Who of American Women
Who's Who of Emerging Leaders in America
Who's Who Among Young American Professionals
Who's Who in the Midwest
Who's Who in America

PROFESSIONAL AND COMMUNITY LEADERSHIP

2010-2014 Volunteer Marathon Team Coach, Leukemia and
Lymphoma Society's Team in Training, New Mexico-El Paso Chapter

- Recruited new participants and assisted staff with marketing and recruitment efforts.
- Assisted participants in creating and fulfilling fundraising plans.
- Cooperatively developed daily training schedules for participants and assessed progress.

- Communicated daily and/or weekly with participants via phone and email, to encourage, advise and assess their training and fundraising.
- Attended and participated in weekly walk and run trainings.

Albuquerque TVI Community College
ESL Tutor, Literacy Volunteers of America , 2005-2007

New Mexico Heritage Preservation Alliance
Co-Coordinator, Annual Conference Public Art Track, 2003

Bush Foundation Leadership Fellows Program
Finalist, 1995

Moorhead Area Chamber of Commerce
Communications Committee Chair, 1992-1994; Emerging Leadership Graduate

Lake Agassiz Arts Council
President, 1994-95; Promotion Committee Chair, 1992-1994

Minnesota Arts Presenters Network
Vice Chair, 1994-95

Pew Community Cultural Diversity Project
Arts Action Team Member, 1994-96

Moorhead State University Alumni Association
President, 1990-91; Membership Chair, 1990-93; Board Member, 1987-93

Advertising Federation of Fargo-Moorhead
Scholarship Chair, 1992-93

Jazz Arts Group of Fargo-Moorhead
Board Member, 1992-93

Zonta International, Fargo-Moorhead Chapter
Service Chair, 1991-93; Secretary, 1988-89; Public Relations Chair, 1987-88

Fargo Adult Learning Center
Literacy Tutor, 1990-91

North Dakota Professional Communicators
President, 1989-90; Treasurer, 1988-89; Newsletter Editor, 1987-88

Art Educators of Minnesota Council
Museum Representative, 1988-89

EDUCATION

- 2003** Doctor of Philosophy, **American Studies**, University of New Mexico, Albuquerque (Concentrations: Popular and Material Culture, Culture Studies)
- Dissertation: "Reverberating Disputes—Public Art, Controversy and Memory" Dissertation focus: An examination of how competing notions of memory and the public enwrap three contemporary art controversies—a sculpture by Bob Haozous, a memorial to Spanish conquistador Don Juan de Oñate, and the Brooklyn Museum's "Sensation" exhibition.
 - Comprehensive Exam, December 1998 (Strong Pass).
Topic: Relationships between theories of public art, silence and language.
- 1992** Master of Arts, **English**, North Dakota State University, Fargo
Thesis: "Three Techniques of Memory in the Novels of Larry Woiwode"
- 1985** Bachelor of Arts, **English/Mass Communications**, Moorhead State University, Moorhead, Minnesota (Summa Cum Laude)
- 1982-83** Centre for Medieval and Renaissance Studies, Oxford, England

ACADEMIC EXPERIENCE

Teaching Experience

- **Public Speaking**, Albuquerque TVI Community College (Fall 2005)
- **Technical Communications**, Southwest Indian Polytechnic Institute, Albuquerque, N.M. (Spring 2004)
- **Introduction to Cultural Studies**, UNM Department of American Studies (Fall 2002)
- **English 100 Lab**, Southwest Indian Polytechnic Institute, Albuquerque, N.M. (Fall 2002)
- **The Politics of Public Art: Creating and Controlling Culture**, UNM Department of American Studies (Spring 2002)
- **The Millennium: Art and Memory**, UNM Department of American Studies (Spring 1999, Fall 1999/Division of Continuing Education)
- **Introduction to Popular Culture**, UNM Department of American Studies (Spring 1998, Fall 1998, Spring 2000)
- **Advertising Copywriting**, Moorhead State University Department of Mass Communications (Spring 1994, Fall 1995)

UNM Instructor and Course Evaluation Scores (7 courses on a 6.0 scale; most recent last)

- Course Content: 5.1, 5.5, 5.3, 5.6, 5.7, 5.6, 5.7
- Instructor: 5.7, 5.6, 5.3, 5.7, 6.0, 5.9, 6.0
- Course in General: 5.2, 5.5, 5.6, 5.6, 5.7, 5.7, 5.7

Academic Activities and Committee Membership

- UNM Feminist Research Institute Graduate Paper Competition Selection Committee (2003)
- UNM Dean of Graduate Studies Search Committee, Graduate Student Representative (2001)
- Gerald R. Davis Memorial Essay Award Selection Committee (2000)
- College of Arts and Sciences Graduate Student Council (1997-2000)
- UNM North Central Accreditation Education and Assessment Subcommittee, Criterion Three (1997-98)

- Graduate/Professional Student Association Projects Committee (Member, 1997-98, Chair, 1998-99)
- American Studies Graduate Students Association (Treasurer, 1997-99)

Program Evaluation

- Program Evaluator, UNM Arts of the Americas Institute, submitted to the Educational Foundation of America, 2001-03

Paper Presentations

- "Performing Memory Modification: Orlan's Carnal Art," Trans/Positions: A Conference on Feminist Inquiry in Transit, Purdue University (April 2005)
- "Fantastic Beauty: The Brooklyn Museum's 'Sensation' Exhibition," American Studies Association Annual Meeting, Washington, D.C. (November 2001)
- "Public Art and the Abandonment of Memory," UNM American Studies Colloquium Series, "Seeing/Believing/Remembering: Questions of Visual Culture" (January 2001)
- "Those Wild and Mad Barbarians": Debating a New Mexico Monument, "American Studies Association Annual Meeting, Detroit, Mich. (October 2000)
- "Straddling Memory and History: Contemporary American Indian Arts Meet Leslie Marmon Silko's Fiction," Western Literature Association Annual Meeting, Norman, Ok. (October 2000)
- "Contesting Oñate: Sculpting the Shape of Memory," American Culture Association/Popular Culture Association National Conference, New Orleans, La. (April 2000)
- "Cultural Crossroads: Study of a Bob Haozous Sculpture," American Culture Association/Popular Culture Association National Conference, San Diego, Calif. (April 1999)
- "Public Art, Private Memory: Never the Two Shall Meet?" UNM American Studies Colloquium Series (March 1999)
- "Sculpting the Shape of Memory: An Exploration of the Oñate Monument," UNM Conference on Ibero-American Culture and Society (February 1999)
- "Walking a Sculptural High Wire," Rocky Mountain American/California American Studies Association, Albuquerque, N.M. (April 1998)
- "An American Sculpture at the Crossroads," Western Social Science Association, Denver, Colo. (April 1998)
- "At Cultural Crossroads: Study of a Sculpture," Southwest/Texas American Culture Association/Popular Culture Association, Lubbock, Texas (January 1998)
- "The American Studies Experience," Rocky Mountain American Studies Association, Colorado Springs, Colo. (April 1997)

Publications

- "Contesting Oñate: Sculpting the Shape of Memory," in *Expressing New Mexico: Nuevomexicano Creativity, Ritual and Memory*. Phillip B. Gonzales, ed. University of Arizona Press, forthcoming autumn 2007.
- "The Creative Terrain of *Numbé Whageh*: Creating Memory, Leading to Center," *American Indian Culture and Research Journal*, vol. 31, no. 3, UCLA American Indian Studies Center, forthcoming September 2007.

- "An Introduction: Thomas McGrath and Larry Woiwode," NDSU Magazine, Spring 2003
- "North Dakota to New Mexico: Expecting Letters and Getting a Number," NDSU Magazine, Fall 2002
- "At Cultural Crossroads: Study of a Sculpture," Blue Mesa Review, 1998

Invited Lectures

- "Art in the U.S. Borderlands: Art, Culture and Conflict," Carleton College, Northfield, Minn., Spring 2001. Lecture: "Shadowed Partners: Memory, Language and Public Art"
- Regular guest lectures for UNM Introduction to Popular Culture and Introduction to Cultural Studies courses

Internship

- UNM Office of Institutional Advancement. Responsibilities included project research, writing and coordination (1996-97).

Graduate Assistantship

- Department of American Studies. Responsibilities included assisting in planning undergraduate assessment program, newsletter writing and design, and general departmental administrative duties (Fall 1996 - Fall 1997).

Research Interests

- Visual culture, public arts, memory, museums, representation, cyberspace, place, embodiment, feminist theory, pedagogy, questions of language, aesthetics, literature, American Indian arts, American Southwest, performing arts.

ACADEMIC HONORS

2001

- Graduate Student Paper Prize, UNM Feminist Research Institute

2000

- Research, Project and Travel Grant Recipient, UNM Office of Graduate Studies

1999

- Gunter Starkey Award for Teaching Excellence, UNM College of Arts and Sciences
- 1999 New Teachers Workshop Fellow, Society for Values in Higher Education
- Elected Fellow, Society for Values in Higher Education
- Research, Project and Travel Grant Recipient, UNM Office of Graduate Studies
- Featured in Fall 1999 issue of Quantum, the UNM Publication of Research, Scholarship and Creative Works for course "The Millennium: Art and Memory"

1990

- Rooney Scholarship, North Dakota State University

1. 2



Karen Knee

Marketing & Business Development Professional

Costa Mesa, CA

karenknee@sbcglobal.net

714-244-6116

SUMMARY OF PROFESSIONAL QUALIFICATIONS:

Business consultant with a combination of over 15 years of marketing, community development, and fundraising experience. Dedicated to exceeding organizational goals and client satisfaction.

Account Management, Customer Service, and Consultation

- Implement processes, set performance targets, design and implement action plans, and achieve desired outcomes in collaboration with department leadership, senior leadership, and system office
- Mentor and supervise staff with the objective of working as a cohesive team
- Resolve and investigate complaints on behalf of clients to ensure client satisfaction
- Understand individual client's culture, needs and project expectations
- Identify development opportunities and make suggestions for change and implementation
- Partner with senior management in a consultative approach to anticipate business needs
- Concurrently manage multiple projects that may be at various points of project management life cycle
- Oversee account retention and revenue growth and all aspects of customer service
- Understand and articulate the impact of projects on the business function

Human Services and Community Outreach

- Establish and maintain effective working relationships with clients, government officials, and media representatives and use these relationships to develop new business development opportunities
- Oversee the organization's budget & policies regarding participant involvement & program requirements
- Founded non-profit, 501c3 organization dedicated to providing resources, comfort and innovative products and services for the newly bereaved
- Offer personalized services for newly bereaved families resulting in increased member base and retention rate
- Assist clients in identifying and obtaining available benefits and social and community services
- Selected as featured guest speaker at local conferences on bereavement and grief

Marketing, Sales & Advertising Expertise

- Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers
- Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.
- Inspect layouts and advertising copy and edit scripts, audio and video tapes, and other promotional material for adherence to specifications.
- Execute marketing initiatives for new and existing locations
- Managed creative services in the creation, writing and design of ads, packaging and various promotional materials
- Plan and prepare advertising and promotional material to increase sales of products or services, working with customers, company officials, sales departments and advertising agencies
- Direct the hiring, training, or performance evaluations of marketing or sales staff; oversee daily activities
- Prepare, present, and negotiate budgets for new products and services
- Monitor client preferences to determine focus of sales efforts
- Direct, motivate, and monitor the mobilization of a campaign team to advance campaign goals.
- Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign
- Gather information on competitors, prices, sales, and methods of marketing and distribution
- Build a comprehensive fulfillment system process and maintain marketing, operations and training material inventory for 425+ restaurants

Web Consulting

- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing
- Implement social media strategy, e-newsletters and communication plans
- Plan, initiate, and manage web-based projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects
- Oversee creation of complex interactive website featuring wide-array of functionality and information
- Maintain company Internet or intranet web pages.

Fundraising & Special Event Planning

- Boost awareness of company's philanthropic mission through outreach and targeted communication
- Develop fundraising activity plans that maximize contributions and minimize costs
- Develop strategies to encourage new or increased contributions
- Planned and coordinated all consumer and trade show events
- Book vendors, negotiate venue, recruit and organize volunteers
- Coordinate Child Guidance Center gala with over 400 guests while managing 50 volunteers resulted in raising \$150,000 for non-profit
- Increase donor base by 350% in 6 months; increase revenue at major gala by 75%
- Develop and execute annual fundraising and development goals
- Double El Pollo Loco Charities volunteer base and organized record breaking fundraising events
- Awarded with outstanding employee recognition for volunteer work on EPL Charities (2005-2010)
- Secure commitments of participation or donation from individuals or corporate donors

PROFESSIONAL EXPERIENCE:

| | |
|---|----------------|
| Marketing & Business Development Consultant, <i>ParentTeam</i>, FL | 2015 - present |
| Director of Development and Marketing, <i>Child Guidance Center</i>, Santa Ana, CA | 2013-2015 |
| Assistant Marketing Manager, <i>Hero Nutritionals</i>, San Clemente, CA | 2013 |
| Fulfillment Manager and Marketing Specialist, <i>El Pollo Loco</i>, Costa Mesa, CA | 2004-2011 |

VOLUNTEER EXPERIENCE

| | |
|--|--------------|
| Founder and Executive Director of Non-profit, <i>Memory JAR</i>, Tustin, CA | 2003-Present |
| Court Appointed Special Advocate, <i>CASA OC</i>, Orange County, CA | 2006-Present |

EDUCATION & CERTIFICATION

BA in Communications & Advertising
California State University, Fullerton, CA
Certification in Volunteer Management
OneOC, Santa Ana, CA

Web Design & Social Media Certification
University of California, Irvine – Extension, Irvine, CA
Certification in Fundraising & Grant Writing
OneOC, Santa Ana, CA

Alissa N. Berger
6809 Red Sky Road NE
Albuquerque, New Mexico 87111
(505) 503-5651
joecarterfan29@hotmail.com

Admitted to the State Bar of New Mexico, April 2005

Education

- Syracuse University College of Law, Syracuse New York
Juris Doctor, May 2004
- American University, Washington, D.C.
Masters of Science in Justice, Law and Society, May 2004
B.A. in Justice, Law and Society, May 2000
Minor in Communications and a Concentration in History
Honors: Graduated Magna Cum Laude and with University Honors

Honors and Awards

- Phi Beta Kappa
- Golden Key National Honor Society
- Honors Thesis on the *Effects of Abusive Parental Rearing Practices on Selected Historical Figures*
- Fall 2003-Spring 2004 Teaching Assistant for the Legal Research and Writing Program, Syracuse University College of Law
- March 2006, Awarded *Rookie Prosecutor of the Year* by the Prosecutor's Section of the State Bar of New Mexico.

Experience

Assistant District Attorney, Office of the 2nd Judicial District Attorney

July-2012-Present

Special Proceedings Division

Prosecute primarily cases involving Defendants on all types of misdemeanor and felony charges on State Probation Violations. Personally handling hundreds of cases every month. Developed an extensive understanding of the Sentencing Guidelines and Sex Offender Registration Requirements.

Assistant District Attorney, Office of the 2nd Judicial District Attorney

March 2011-April 2012

Felony DWI Unit

Prosecute primarily DWI Felony cases, Vehicular Homicides and Child Abuse cases as a result of DWI or Reckless Driving Cases. Responded to and argued numerous suppression motions, based on federal and state constitutional search and seizure issues, and Motions to Dismiss based on Speedy Trial. Also involvement in Motions to Dismiss Based on Incompetence to Stand Trial and Motions to Determine Dangerousness. Perform extensive legal research and writing on the State, Federal, Statutory and Local levels. Assigned

numerous large caseloads. Presented hundred of cases to the Bernalillo County Grand Jury. Worked with Law Enforcement Accident Reconstruction Experts and Pharmacological Experts determining effects of controlled substances of impaired driving.

Assistant District Attorney, Office of the 2nd Judicial District Attorney

May 2006-March 2011

Community Crimes Division

Prosecute primarily Narcotics (including Possession, Possession with Intent to Distribute and Trafficking cases) and Property crimes (including residential and commercial theft, burglary, and theft of identity cases). Additionally prosecute other cases that fall under the guise of crimes against the community such as Child Abuse, Selling or Giving Alcohol to Minors, Escape from Jail and Driving While Intoxicated. Responded to and argued numerous suppression motions, based on federal and state constitutional search and seizure issues, and Motions to Dismiss based on Speedy Trial. Also involvement in Motions to Dismiss Based on Incompetence to Stand Trial and Motions to Determine Dangerousness. Perform extensive legal research and writing on the State, Federal, Statutory and Local levels. Assigned numerous large caseloads. Continuous practice in reaching out to victims and witnesses before, during and after case conclusion, including follow-up with State supported agencies for counseling, the State Probation and Parole Department and the New Mexico Children Youth and Family Department.

Assistant District Attorney, Office of the 2nd Judicial District Attorney June 2005-May 2006

Metro Division

Prosecute all cases of record in the Metropolitan Court, such as Driving While Under the Influence of Intoxicating Liquor and Domestic Violence Against a Household Member. Additionally prosecuting "non-record" cases including, but not limited to: Battery, Assault, Criminal Trespass, Drug Possession Use of Drug Paraphernalia and Resisting, Refusing and Eluding an Officer. Perform extensive legal and public policy research, on both the State and Federal Level, in preparation for both oral arguments and written motions. Written numerous briefs and responses to Motions from opposing counsel. Personally responsible for and management of all cases assigned to my division, including: screening of the cases, review of criminal complaints and police reports, contacting victims, explanation of the legal processes and possible courses of action a case might take, and maintaining a constant knowledge of the direction and needs of each individual case. Back-up writer for the Metro Appeals Division.

Pica, Seibel & Vaughn, LLP, Albuquerque, New Mexico October 2004-June 2005

Law Clerk

Performed extensive legal research relating to all areas of civil litigation and civil procedure, both at the state and federal level, legal research relating to all areas of criminal litigation and procedure, both at the state and federal level, prepared legal research memoranda, drafted Uniform Jury Instructions, drafted Complaints, Interrogatories, Requests for Admission and Requests for Production of Documents. Prepared numerous pleadings for all areas and needs for the litigation arena, including but not limited to, Motions, Responses to Motions of Opposing Counsels and Pro Se Applicants, Stipulation of Agreements, Express Offers of Judgment, Motions for Dismissal and Release of all Claims, Witness lists and Position Statements for Mediation. Preparation of large-scale exhibits and financial analysis and statements for bankruptcy proceedings.

Simone, Roberts & Weiss, P.A., Albuquerque, New Mexico June 2003-August 2003

Law Clerk

As the firm's sole law clerk, was given numerous projects each week, both big and small, which necessitated a great deal of organization and ability to prioritize, including the receipt of unanticipated assignments, requiring the writing of brief opinions. Wrote legal research memoranda regarding specific questions of case law, analysis of court opinions and statutory law, as well as several Motions to Compel and Motions for Summary Judgment.

Aguilar Law Offices, P.C., Albuquerque, New Mexico June 2002- August 2002

Law Clerk

Drafted pleadings, motions, and complaints initiating legal proceedings, along with responses for requests for supplementary materials in furtherance of the litigation process. Performed extensive legal research in civil trial practice, personal injury, legal and medical malpractice, products liability, employment and criminal defense. Compiled memorandum for each case file researched, attorney preparation and submission to local, state and federal courts.

Federal Magistrate Lorenzo F. Garcia, Albuquerque, New Mexico June 2002-August 2002

Judicial Intern

Assigned Inmate Grievance and denial of Government Social Security Benefit Cases, performed investigation of factual evidence and compiled memorandum that became the bases for Judicial Orders. Attended settlement and scheduling conferences and Mediation for civil rights, employment discrimination and wrongful death litigation. Obtained extensive knowledge of Federal and State Procedural Rules on Evidence, Trial and Appellate Procedure.

Arnold and Porter, Washington, D.C. October 2000-August 2001

Legal Assistant

Trusts and Estates Division. Primary duties included factual research regarding pharmaceuticals in the global economy. Assisted with deposition and trial preparation. Reviewed discovery and compiled witness source materials. Extensively communicated with clients regarding the management and planning of their estates. Drafted correspondence to financial planning companies and clients. Filed deeds and estate documents and assisted in forming S-Corporations and Limited Liability Corporations.

Skills

Extensive Interpersonal Communication Skills, experience in conducting negotiations, and experience in conducting alternative dispute resolution. Extensively experienced and skilled in legal research and writing including the use of Westlaw. Proficient in French and Hebrew. Have co counseled or lead counsel to hundred os jury and bench trials ranging from prosecutions of Misdemeanor DWI, Domestic Violence, Possession, Trafficking, Property Crimes, Aggravated Battery and First Degree Murder.

References for Alissa N. Berger

- | | |
|-------------------------------|----------------|
| 1) Reynaldo Montano | (505) 869-9713 |
| 2) Honorable Charles W. Brown | (505) 222-4570 |
| 3) Honorable Mark Macaron | (505) 401-7565 |

3. Project Plan:

MADD will need to measure the following outcome objectives to ensure the success of the project:

- Increase in conviction rate of DWI/DUI offenders
- Decrease in the DWI/DUI case dismissal rate
- Increase in sentence length for DWI/DUI offenders
- Reduce recidivism in DWI/DUI offenders

The scope of work includes six counties that will be split among four Specialists. In order to ensure the accuracy of the work of the Specialists, the Program Manager will review the records and analyze them for trends and accuracy monthly, as well as regular site visits. Each Specialist is responsible for 200 court cases per fiscal year, in their designated county, and will be responsible for attending monthly and quarterly meetings. Monitors will serve as a reminder that the public has a vested interest in what happens during court proceedings.

A Project Manager and a minimum of four Project Specialists will carry out the scope of work.

The Project Manager's duties will include supervising the four Project Specialists and the Administrative Assistant, as well as being the key liaison with NMDOT. The Project Manager will train necessary staff on the NMDOT approved court monitoring tool, the collection of data, and current DWI/DUI related laws, and will compile and organize court data received from Project Specialists in a format approved by NMDOT. The Project Manager will check data for accuracy and assure timeliness in reporting and will submit required reports to NMDOT as prescribed in the contract.

The Project Specialists' duties will include the monitoring of a minimum of 200 impaired driving court cases (per fiscal year/per Specialist). The monitoring is to be done utilizing MADD's National Court Monitoring Database (please see supporting documentation). The Project Specialists will report all collected data to the Project Manager in a format approved by the NMDOT.

The Administrative Assistant duties will include organizing all data from courts monitored by the Specialists in a manner approved by NMDOT, organize all invoices and accounting needs on a daily basis, including but not limited to correspondence from NMDOT, accounts receivable and accounts payable, where applicable. This position will provide support as needed to ensure the project is successful.

MADD Oversight:

Maintain sufficient management and office staff to support and assist the Project Manager, Administrative Assistant, and Project Specialists, including administrative support from the Executive Director.

Method of Procedure:

MADD will monitor a minimum of 800 cases per year with a minimum 50% followed in the courtroom throughout the entire process. The cases will be monitored in the courtroom and by using public access websites. The information MADD documents and reports on will include BAC, pleas, dismissals, and convictions. The courts MADD will monitor will be based on the concerns received from law enforcement, the community, and the data MADD National has collected through extensive Court Monitoring experience. MADD will maintain its presence in a minimum of 10 courts per fiscal year. By keeping the number of courts low, MADD will be able to accurately measure whether MADD's presence in the courtroom throughout the proceedings makes a measureable difference.

MADD will conduct quarterly outreach meetings consisting of law enforcement, prosecutors, and community members, and will begin to address any concerns within the court system that pertain to prosecuting and holding drunk/drugged drivers accountable. MADD will contact members within 30 days and/or schedule meetings one-on-one as needed to address any concerns and begin building relationships that will ensure more drunk /drugged drivers are held accountable. This will reflect in the number of convictions in the court system that MADD is working with. Community concerns: MADD receives roughly 50-70 calls a year from the general community requesting for MADD's assistance in gathering information on drivers who continue to drink and drive after a conviction, dismissal, or while they are on probation, and concerns about the judicial process. MADD follows up on all of these calls and the citizen has a clear understanding of how the judicial system works and what they can do to be a part of the solution. MADD will also educate the general public on the dangers of drunk driving and underage drinking by conducting presentations and attending health and safety fairs throughout the year.

MADD will hold two events regarding the awareness of the problem of drunk driving: a walk in October and an Honoring Heroes event in Summer. These events will enhance the community's knowledge of the relationships between Law Enforcement, MADD, and the judicial system.

Performance Measures:

- Monitor 800 cases via courtroom and public access by February 2017
- Compile statistical data on 800 cases to present by February 2017
- Maintain MADD court monitoring program in a minimum of 10 courts by February 2017
- Recruit and Train 4 Project Specialists and 1 Administrative Assistant by end of March 2016
- Host 4 Community outreach meetings by February 2017
- Compile and Maintain active roster of all concerned community parties by February 2017

4. Customer Service and References:

MADD NM is committed to providing exemplary service excellence, professionalism, and customer satisfaction. MADD believes that every person in our community is a customer, and strives to provide each person with professionalism and courtesy. The ultimate goal is to surpass customer expectations for each entity, person, and organization. To meet high-quality customer standards, MADD maintains standards to:

- Be polite, friendly, and welcoming in all communication
- Respect differences in cultures, values, beliefs, and incorporate this awareness of diversity into daily practices within the community
- Listen to and respond attentively to all inquiries
- Protect the confidentiality of information
- Dress appropriately and professionally while representing MADD
- Respond to all communications in a timely manner, with no more than 24 hours passing without a reply

To ensure MADD and its staff uphold to these policies, MADD will:

- Provide all customers with notice in the event of a planned or unexpected disruption in facilities or services. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services.
- Provide training to all employees, volunteers, and others who deal with the public, customers, or other third parties on MADD's behalf, concerning customer service policies, practices, and procedures.
- Provide ongoing training when changes are made to any policies, practices, and procedures.

MADD NM holds the following best practices to ensure we deliver exemplary customer service to all constituents, grantors, and partners:

Hire Great People: We ensure we hire people who are of high-quality to make certain that they deliver exemplary customer service.

Make A Stellar First Impression: We want to ensure that every customer has confidence in our abilities and we understand that second chances do not always exist.

Be Proactive: We try to anticipate customer needs, concerns, and displeasure before it becomes a larger issue.

Treat Customers as Individuals: We go out of our way to personalize our relationships with all of our community partners and develop positive experiences with each interaction.

Collaborate with the Community: We partner with community leaders, law enforcement, judiciary members, and concerned citizens to ensure we are meeting the needs and addressing the concerns of the community at large. This will guarantee that our work is meaningful and productive.

As evidence of our commitment to excellent customer service, please see the included letters of recommendation in Other Supporting Materials, and feel free to contact the parties below:

1. **Bertrand R. Parnall** of Parnall Law Firm. 2025 San Pedro Dr. N.E., Albuquerque, NM 87110. His website is: <http://www.hurtcallbert.com/>. You may contact Bert directly at 505.302.0667, or by email: bert@parnalllaw.com. Bert has supported MADD NM over many years. He has been a key funder for the following events: Death Notification Training held on 11.17.15, Walk Like MADD held on 7.18.15, and Honoring Heroes held on 10.22.2015.
2. **Frank Magourilos**. 4909 Summersville Dr. N.W., Albuquerque, NM 87120. His website is www.NMCBBHP.org. You may contact Frank directly at 505.503.0744, or by email: preventionworks@msn.com. Frank has managed a grant for Bernalillo County since July 2012, through which MADD NM has received annual funds to prevent underage drinking. This has been an annual grant and is ongoing.
3. **Ginny Adame**. 3445 Lambros Loop N.E., Los Lunas, NM 87031. Her website is <http://www.loslunasnm.gov/96/Valencia-County-DWI-Program>. You may contact her directly at 505.352.7723, or by email: adameg@loslunasnm.gov. Ginny has worked with MADD NM for several years as a community partner. Most recently, MADD NM partnered with Ginny and Los Lunas on a local walk and awards ceremony for DWI prevention in Los Lunas.
4. **Maryellen Garcia**. 8100 Mountain Rd N.E., Suite 106, Albuquerque, NM 87110. Her website is <http://www.cvrc.state.nm.us/>. You may contact her directly at 505.222.6458, or by email: MaryEllen.Garcia@state.nm.us. MaryEllen has worked with MADD NM for many years as a grantor for our incoming VOCA (Victims of Crime Act) funding to support our Victim Advocacy and Support.
5. **Guinevere Ice**. 520 Lomas Blvd, N.W., Albuquerque, NM 87102. Her website is www.2nd.nmdas.com. You may contact her directly at 505.222.1099, or by email: Glce@da2nd.state.nm.us. Guinevere has

worked with MADD NM over the years and can attest to high customer service and professionalism in the court system.

5. Evaluation Plan:

Activities and Evaluation

In order to measure program objectives, MADD will implement the following activities:

- Compile pertinent statistical information on the handling of DWI/DUI cases in an effort to hold the judicial system accountable for its actions
- Provide reports on effectiveness and enforceability of the current DWI/DUI laws
- Make the court aware of the public's scrutiny of DWI/DUI case results

Project Specialists will observe all pertinent phases of the case. These may include: pretrial/arraignment, plea, trial, and sentencing. They will record the disposition of each case, as well as note the original charge and whether or not the conviction was based on the original charge or a lesser-included crime. They will also note any plea offers in the courts. The program will follow each defendant from arraignment through the post-conviction process: jail, probation, and/or appeals. This method allows a comprehensive observation of the entire judicial process, including prosecutors, defense attorneys, evidence collected, and testimony given by law enforcement officers, as well as judicial conduct both in the courtroom and during sentencing. It also allows a post-courtroom look at how the system works following adjudication.

Monitors will also be responsible for verifying case results through the public record after final adjudication by the court. This will include pleas and dismissals or reductions in sentences. Each monitor will fill out a data collection form that will be turned into the Project Manager.

Following cases in this manner will allow trends to become readily apparent and also show differences in jurisdictions. Issues to address include the effects of court monitoring on:

- the basic disposition of DWI/DUI cases (guilty, dismissed, not guilty, guilty of some other offense)
- the sanctions imposed
- how the effect may vary by depending on whether judges are appointed versus elected
- whether different mechanisms of reaching verdicts are differentially affected (pleas at arraignment, pleas at subsequent appearances, plea bargains, summary judgments, jury trials, deferred judgments, and the like)

- disposition by BAC at time of arrest
- disposition by refusal
- disposition by prior record
- disposition by crash involvement
- how the defendant is handled by the system after conviction
- other issues that will evolve through discussions with the community stakeholders

In the last report of the 2010 Court Monitoring Project that MADD NM was involved with, there were several areas of concern. MADD wishes to follow up on these areas and to assess any changes in data. Specific areas of concern include:

- Compliance with mandatory sentencing
- High dismissal rates attributable to prosecution and the failure of officers to appear in court
- Failure to re-file cases in district court as intended
- Deferred sentencing for 1st time DWI/DUI offenders
- High rates of reduced pleas (especially in aggravated DWI/DUI cases)
- Interlock requirements waved by affidavit
- Completion of judgment and sentencing forms

Due to the several concerned citizen calls received each week at the MADD NM office, MADD believes that many of these areas continue to pose a problem. Court monitoring under the project will begin to focus on the above mentioned areas of concern, such as compliance with mandatory sentencing. Although in previous reports MADD commended some courts, it is urged that all courts comply with mandatory sentencing. Data collected from court monitoring will determine the changes in data from previous reports.

This project shall be administratively evaluated to ensure that the objectives have been met.

Quarterly report:

The purpose of the quarterly report is to provide information about the contracted grant activities that have been conducted in the previous quarter. The information provided is used to review the progress of the funded project and the success in meeting the outlined goals and objectives. The information, photos, highlights, obstacles, and mandatory statistical data provided in this report are analyzed by the Project Manager and the Executive Director.

6. Cost:

| Expense Category | Description | Expense |
|--------------------------------|---|------------------|
| Personnel: \$296,540 | | |
| Project Specialists: (4) | Salaries: 4 @ \$40,000.00 | 160,000 |
| Full-Time Salaried | Benefits @ 100% | 12,805 |
| Project Manager: (1) | Salary: 1 @ \$50,000.00 | 50,000 |
| Full-Time Salaried | Benefits @ 100% | 12,805 |
| Administrative Assistant: (1) | Salary: 1 @ \$40,000 | 40,000 |
| Full-Time Salaried | Benefits @ 100% | 12,805 |
| Executive Director: (1) | 5 hrs/wk | 8,125 |
| Direct Costs: \$103,460 | | |
| Travel Costs | Mileage/Parking (staff at court) Meetings in Albuquerque | 42,760 |
| General Office Supplies | | 3,500 |
| Program Materials | | 3,500 |
| Postage | | 7,500 |
| Training | | 10,000 |
| Copies | | 7,500 |
| Conference | MADD National registration/travel | 7,500 |
| Office Equipment | Computers/Printers | 14,000 |
| Communications | Telephone/Internet | 7,200 |
| Total Expenses | | \$400,000 |

Personnel

Project Specialist is a 40-hour salaried full-time position. With the exception of the Bernalillo County Specialist and the Administrative Assistant, located at the Albuquerque office, all others will work remotely.

Project Manager is a 40-hour salaried full-time management and administrative position. The Manager will be located at the Albuquerque office.

Administrative Assistant is a 40-hour full-time administrative position located in the Albuquerque office. The assistant will work with and support all personnel associated with the project.

Direct Costs

Travel consists of mileage costs for Project Specialists and Project Manager calculated at \$.55 cents per mile. Travel may also include parking costs and hotel costs, if applicable. Based on prior projects and recommendations, this budget needed to be increased to allow for the extensive travel of several remote Project Specialists who are covering two counties and increased meetings in Albuquerque.

General Office Supplies consists of business cards for the Program Staff, paper, pens, and toner for printer and the other general consumable office supplies as determined.

Program Materials consists of anything needed to provide training, support, and function of the project. **Postage** consists of the cost of U.S. postage for mailings as related to the Court Monitoring Program and other projects as needed.

Training consists of travel (air, hotel, meals, and misc.) for National Court Monitoring Program Manager to come to state and train Project staff for 2-3 days. Cost includes: cost of materials for training and presenters, food for training, and travel and hotel for remote Project Specialists.

Copies consists of cost of copies as related to Court Monitoring Program. Based on .06 cents per copy for a twelve month period.

Conference consists of the cost for the Project Manager to attend the MADD National Conference. It includes the cost of registration, hotel, meals, and misc. The National Conference provides an opportunity for additional training for the Project Staff, as well as the opportunity to meet and interact with other Court Monitoring Project Specialists.

Office Equipment consists of the cost of computers, phones, and printers to be used by Project Manager, Administrative Assistant, and Project Specialists as needed.

Communications consists of the ability to add an additional line to be used by each Project Specialist. This will include local and long distance capabilities, as well as access to high speed Internet.

| | |
|-------------------------|--------------------------|
| Santa Fe to Espanola | |
| Round Trip | 50 |
| Mileage Reimbursement | |
| Rate | <u>\$0.55</u> |
| Reimbursement per trip | \$27.50 |
| Number of Times | |
| Travel/Wk | 2 |
| Reimbursement per Wk | <u>\$55.00</u> |
| Number of weeks | |
| traveled/yr | 50 |
| Reimbursement per Yr | <u>\$2,750.00</u> |
| Contract Length | 2 |
| Total Reimbursement for | |
| contract | <u><u>\$5,500.00</u></u> |

Gallup To Farmington**Round Trip** 248**Mileage****Reimbursement Rate** \$0.55**Reimbursement per trip** \$136.40**Number of Times****Travel/Wk** 2**Reimbursement per Wk** \$272.80**Number of weeks****traveled/yr** 50**Reimbursement per Yr** \$13,640.00**Contract Length** 2**Total Reimbursement****for contract** \$27,280.00**Total Travel for 2****Project Specialists** **\$32,780.00**

Calculation excludes meals for weekly travel to and from one county, other planned travel for monthly meetings, meals for monthly meetings and hotels for monthly meetings. Also excludes any and all parking costs.

7. **Completed Campaign Contribution Disclosure Form**
8. **New Mexico Employees Health Coverage Form**

APPENDIX D: NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

1. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to:
 - (a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;
 - (b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or
 - (c) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information
<http://insurennewmexico.state.nm.us>.
4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

Signature of Offeror: Aisha Smith Date 1-12-10

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

9. Employee Pay Equity Reporting (Paragraph III.C33)

Mothers Against Drunk Driving New Mexico is exempt from the Employee Pay Equity Requirements as we have less than 10 employees. Currently, MADD NM employs a total of 6 people. If awarded the funding, MADD NM would then employ between 10-12 people and then would be required to complete the PE10-249 Forms and Worksheets.



Report Request Form

To help us meet your reporting needs, please provide us with the following details of your reporting requirements.

Name: _____ MADD Office: _____

Email: _____

Report Request Date: _____

Reporting Period: Effective date (reporting period, such as the year of 2015):

Report category: **Select**

If other, please explain: _____

Brief Description: You will need to include information such as the reporting area, for example, the state or counties that need to be in the report. Lastly, include any important specific details to your report, such as including only open or only closed cases in the report.

Totals/Subtotals required: Please enter fields you wish to be counted. For example, the report may need disposition totals (See the report example below for guidance).

Column Headings: Please enter details of required columns, or field names. Column examples include age, gender, disposition, sanctions (See the report example below for guidance).

Similar Reports: Provide details or attach copies of any similar reports in order to reproduce format, calculations etc.

Report Name: _____

Does this report have to be repeated? If so, how often: **Select**

If you need this information on a regular basis, please add the email address that should receive this information (You may include up to three email address, if needed):

Please enter the date you need the report. Keep in mind that the time for completion is typically 7 business days: _____

Keep in mind that the report will be generated in a way that best supports the data. Excessive variables may need to be compiled into two reports. Thank you for taking the time to complete this request, which should be sent via e-mail to programs@madd.org

If you have any questions, please contact Crystal Sade at 469.420.4493 or email Crystal.Sade@madd.org with your question.

Sample Report: Texas

Location or Main
Column Ex: Courthouse,
Court Monitoring Case

Column Headings

| Court House | Court Monitoring: Case # | Case Status | | Closed | | Subtotal | Grand Total |
|-----------------------------|--------------------------|--------------|---|--------|--------|----------|-------------|
| | | Gender | | Male | Female | | |
| Travis County Courthouse #5 | <u>C-1-CR-13-208529</u> | Record Count | 0 | 0 | 1 | 1 | 1 |
| | <u>C-1-CR-13-220971</u> | Record Count | 1 | 0 | 0 | 1 | 1 |
| | <u>C-1-CR-14-203372</u> | Record Count | 0 | 0 | 1 | 1 | 1 |
| | <u>C-1-CR-14-208812</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-212862</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-215076</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-217813</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-218774</u> | Record Count | 0 | 0 | 1 | 1 | 1 |
| | <u>C-1-CR-14-406794</u> | Record Count | 1 | 0 | 0 | 1 | 1 |
| | <u>C-1-CR-15-200579</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| Subtotal | | Record Count | 2 | 5 | 3 | 10 | 10 |
| Grand Total | | Record Count | 2 | 5 | 3 | 10 | 10 |

Totals/Subtotals Example: Gender

**Court Monitoring
Quick Sheet p.1**

| |
|--------------------|
| Information |
|--------------------|

State _____

Case # _____

Court House _____

Date DUI issued _____

Court Monitor _____

Case start date _____

Present in court? _____

Case status open or closed? _____

Case closed date _____

Interpreter needed? _____

Interpreter present? _____

Arresting officer? _____

He/she present? _____

What language? _____

Prosecutor _____

Prosecutor change? _____

Judge _____

Judge changed? _____

Defense attorney _____

Defense attorney type? _____

Defendant _____

Defendant Age _____

Defense attorney change? _____

Defendant Gender _____

Defendant Race/
Ethnicity _____

Court Monitoring
Quick Sheet p.2

Charge Information

Alcohol related? _____

Drug related? _____

BAC _____

Prescription drug related? _____

BAC obtained by _____

Child present in the car? _____

BAC ammended? _____

Classification of charge _____
(class "c" misdemeanor etc.)

If yes, new BAC _____

Previous DWI convictions? _____

Initial plea _____

Currently on probation or
parole? _____

Crash related? _____

Criminal charge _____
(felony or misdemeanor)

Property damage? _____

Personal injury? _____

Court Monitoring
Quick Sheet p.3

Sanctions & Sentence

Disposition _____
(guilty, not guilty,
deferred, etc.)

Did judge agree to plea? _____

If not, explain _____

If ammended,
to what? _____

If ammended to
lesser charge
what type? _____

Mistrial? Reasons? _____

Other disposition? _____

Dismissed or rescinded? _____

Reasons? _____

New case number? _____

Deferred prosecution? _____

Reasons? _____

If ammended to
felony, what type? _____

Classification of
new charge if
changed _____

Another hearing scheduled? _____

Next hearing date _____

Minimum sentencing
guidelines met? _____

**Court Monitoring
Quick Sheet p.4**

Efficiency of Court

Could you hear the
proceedings? _____

Was the hearing delayed? _____

No? Reasons? _____

Reason for delay _____

Other notes:

Types of Proceedings

Proceedings _____

Case # _____

If other, please
describe _____

Date of Proceeding _____

Other Charges

Other Charges _____

Case # _____

Disposition of
charges _____

If other, please
describe

Date other charges
dropped _____

Sanctions

Sanction _____

Amount _____

Licensing restriction _____

Time (hours) _____

Other sanctions
not listed _____

Time (day) _____

Time (month) _____

Case # _____

Logged into data
base? _____

Date logged? _____

By whom? _____

We've created a detailed view of your cases in the database.

1. Click the Court Monitoring tab and in the view drop down list, select CM Detailed View 012015. Then click Go.

Court Monitoring

Campaigns

Reports

Dashboard

Court Monitoring

Home

View:

CM Detailed View 012015

Go!

Receivables

Case

02-14

0123

04-11

CR14

50-20

M001

M001

M001

M001

All

Alabama Cases

Alaska Cases

All My Cases

Arizona Cases

Arkansas Cases

By Defendant

California Cases

Cases Owned by Eric

CM Detailed View 012015

Colorado Cases

Connecticut Cases

Delaware Cases

EP Cases to Change Owner

Florida Cases

Georgia Cases

Hawaii Cases

Idaho Cases

Illinois Cases

Indiana Cases

2. You'll see a detailed view of the cases. Also, you can sort this list by any of the columns in the view by clicking the title of the column you wish to search by.



New Court Monitoring Change Owner 12

| Case # | Case Age | Case Status | County | Court House | Judge | Court Monitor | Date of Proceeding | Defendant | Defense Attorney's... | Prosecutor | Next Hearing | Next Hearing Date |
|---------|----------|-------------|--------|-------------|--------------------|---------------|--------------------|-----------|-----------------------|---------------|--------------|-------------------|
| A000100 | | Closed | | 116th | Richard M. Bergman | | | | Jay K. Goldberg | Craig Watkins | | |
| A000101 | | Open | | 115th | Richard M. Bergman | | | | | Craig Watkins | | |
| A000102 | 77 | Open | | 117th | Richard M. Bergman | | | | | Craig Watkins | | |
| A000103 | 186 | Open | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000104 | 42 | Closed | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000105 | 73 | Closed | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000106 | 104 | Closed | | 115th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000107 | 48 | Closed | | 116th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000108 | 166 | Closed | | 121st | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000109 | 104 | Closed | | 122nd | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000110 | 166 | Closed | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000111 | | Open | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000112 | | Open | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000113 | 73 | Closed | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000114 | 135 | Closed | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000115 | 135 | Closed | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000116 | 73 | Closed | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000117 | 76 | Closed | | 115th | Eric V. Moore | | | | | Craig Watkins | | |
| A000118 | 14 | Closed | | 116th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000119 | 14 | Closed | | 117th | Eric V. Moore | | | | | Craig Watkins | | |
| A000120 | 44 | Closed | | 116th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000121 | | Open | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000122 | | Open | | 118th | Eric V. Moore | | | | | Craig Watkins | | |
| A000123 | -16 | Closed | | 119th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000124 | 14 | Closed | | 120th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000125 | 48 | Closed | | 121st | Eric V. Moore | | | | | Craig Watkins | | |
| A000126 | 73 | Closed | | 122nd | Eric V. Moore | | | | | Craig Watkins | | |
| A000127 | 14 | Closed | | 121st | Eric V. Moore | | | | | Craig Watkins | | |
| A000128 | 104 | Closed | | 122nd | Eric V. Moore | | | | | Craig Watkins | | |
| A000129 | 73 | Closed | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000130 | 104 | Closed | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000131 | | Open | | 120th | Eric V. Moore | | | | | Craig Watkins | | |
| A000132 | | Open | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000133 | 73 | Closed | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000134 | 42 | Closed | | 14th | Eric V. Moore | | | | | Craig Watkins | | |
| A000135 | 73 | Closed | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |
| A000136 | 48 | Closed | | 14th | Terryl L. Woodlen | | | | | Craig Watkins | | |

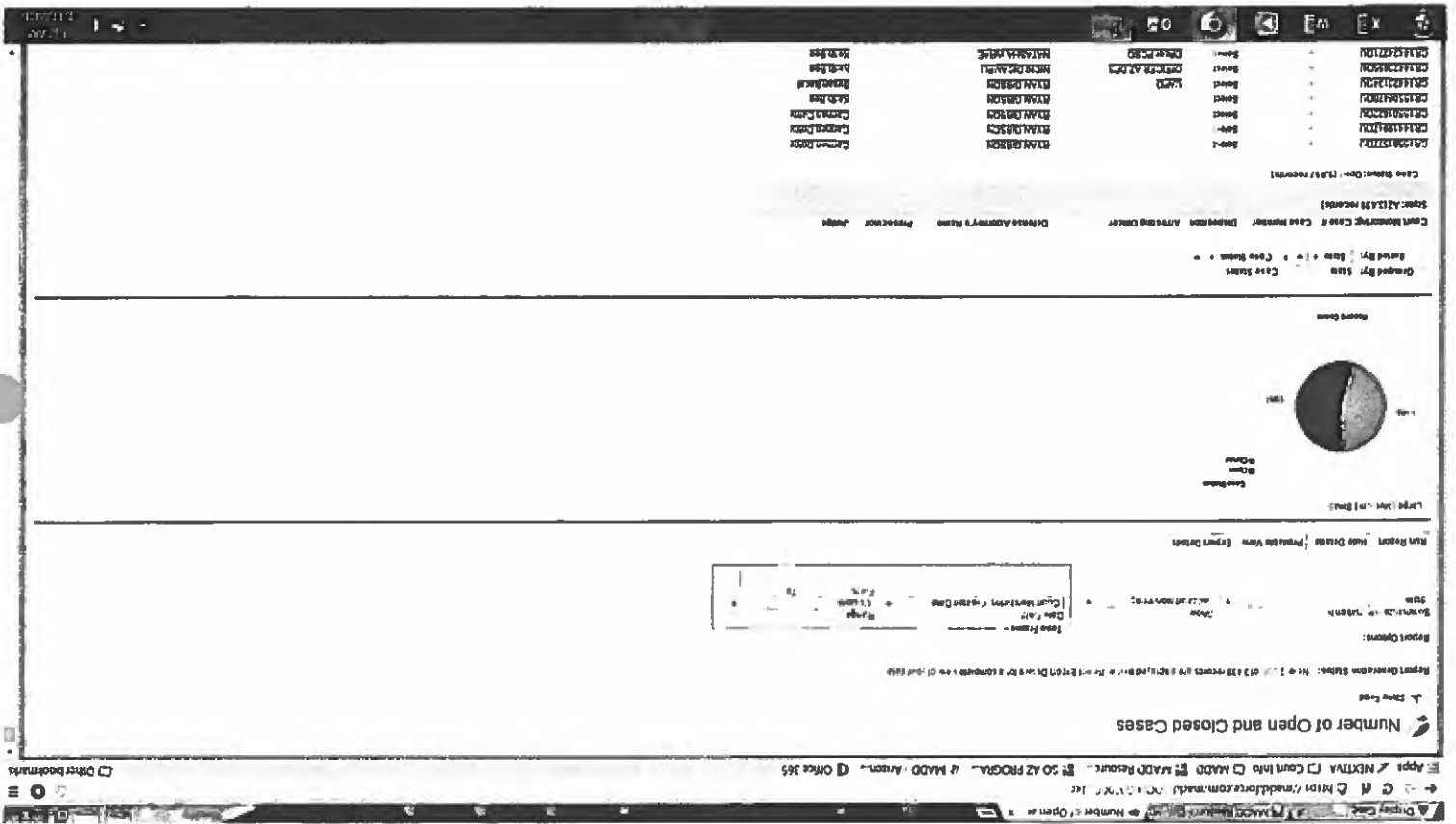
We've created more reports. You can also sort these by clicking the column headers. After getting some feedback from the field, we have two that we'd like to point out.

1. Cases by Next Hearing Date – this report will show your Cases sorted by Next Hearing date

| Court House | Court Monitoring: Case # | Defendant | Next Hearing Date + | Judge |
|---------------------------------|------------------------------|---|---------------------|------------------------------------|
| State: AZ (240 records) | | | | |
| Case Status: Open (240 records) | | | | |
| Tucson Municipal Court | TR14102800 | Vicente Garcia | 8/30/2014 | Jay Cranshaw |
| Nogales Municipal Court | TR201401954 | Marina Chavez | 12/9/2014 | Mayra Galindo |
| Nogales Municipal Court | TR201402198 | Marco Balbastro | 12/29/2014 | Mayra Galindo |
| Nogales Municipal Court | TR201402204 | Zachary Bothell | 12/29/2014 | Mayra Galindo |
| Nogales Municipal Court | TR201401996 | Oliver Lillywhite | 1/6/2015 | Mayra Galindo |
| East Santa Cruz Justice Court | CR201400114 | Rodolfo Soto | 1/9/2015 | Keith Barth |
| Nogales Municipal Court | TR201401715 | Cesar Sequeira | 1/13/2015 | Mayra Galindo |
| Marana Municipal Court | TR20150047 | Martin Lopez | 1/14/2015 | Charles Davies |
| Flagstaff Municipal Court | TR2014005405 | Rigoberto Landaverde-Romero | 1/16/2015 | Ecitation |
| Flagstaff Municipal Court | TR2014005797 | Merwyn George | 1/16/2015 | Ecitation |
| Pima County Justice Court | CR15501079DU | Maricar Samonte | 1/17/2015 | Paul Simon |
| Pima County Justice Court | CR15501105DU | Martin Florez | 1/18/2015 | Jose Luis Castillo |
| Marana Municipal Court | TR20146036 | Juan Acevedo | 1/20/2015 | Charles Davies |
| Flagstaff Municipal Court | TR2014005943 | Chad Breen | 1/23/2015 | Ecitation |
| Flagstaff Municipal Court | TR2014005956 | Patrick Curtin | 1/23/2015 | Ecitation |
| Flagstaff Municipal Court | CR2014004138 | Wheat Joshua | 1/26/2015 | Ecitation |
| Pima County Justice Court | CR15500892DU | Robert Peter Swarczewski | 1/29/2015 | Jose Luis Castillo |
| Flagstaff Municipal Court | TR2015000011 | Carly Grover | 1/30/2015 | Ecitation |

2. My Open Cases by County – this report will show your Cases grouped by County name, then sorted by Judge Name

| Court Monitoring: Case # | | Judge * | Criminal Charge | Classification of Charge, if needed | Disposition | If Amended, to what? | If Amended to lesser charge, what type? | Alcohol Related | Drug Related | Gender | Age |
|--|-----------------|-------------|-----------------|-------------------------------------|-------------|----------------------|---|-----------------|--------------|--------|---------------|
| County: County Name: Butler (36 records) | | | | | | | | | | | |
| 1401-cv-01967 Robert Johnson | John Bloodworth | Felony | Mis B | Select | Select | - | - | Yes | Select | Male | 50 - 59 |
| 1401-cv-00815 Wesley Brindaman | John Bloodworth | Felony | Fel B | Select | Select | - | - | Yes | Select | Male | 30 - 39 |
| 1401-cv-00864 Robert Greig | John Bloodworth | Felony | Fel D | Select | Select | - | - | Yes | Select | Male | 70 - 79 |
| 1401-cv-00568 Bill Swanson | John Bloodworth | Misdemeanor | A | Select | Select | - | - | Yes | Select | Male | 40 - 49 |
| 1401-cv-01112 Carrie P. Williams | John Bloodworth | Misdemeanor | A | Select | Select | - | - | Select | Yes | Female | 21 - 29 |
| 1401-cv-00031 Joshua Evans | John Bloodworth | Misdemeanor | A | Select | Select | - | - | Yes | Select | Female | 30 - 39 |
| 1401-cv-01468 Henry Dennis | John Bloodworth | Misdemeanor | A | Select | Select | - | - | Yes | Select | Male | 30 - 39 |
| 1401-cv-01344 James Hill | John Bloodworth | Misdemeanor | B | Select | Select | - | - | Yes | Select | Male | 30 - 39 |
| 1401-cv-01449 Robert M. Brown | John Bloodworth | Misdemeanor | B | Select | Select | - | - | Yes | Select | Male | 20 or younger |
| 1401-cv-01021 James White | John Bloodworth | Misdemeanor | B | Select | Select | - | - | Yes | Select | Female | 40 - 49 |
| 1401-cv-01784 Kathy Pearce | John Bloodworth | Misdemeanor | B | Select | Select | - | - | Yes | Select | Female | 40 - 49 |
| 1401-cv-01262 Eric Roberts | John Bloodworth | Misdemeanor | B | Select | Select | - | - | Yes | Select | Male | 30 - 39 |
| 1501-cv-000123 Joseph Burhead | John Bloodworth | Felony | D | Select | Select | - | - | Yes | Select | Male | 30 - 39 |
| 1301-cv-01894 William Kitchner | John Bloodworth | Misdemeanor | B | Select | Select | - | - | Yes | Select | Male | 21 - 29 |





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Court Monitoring

[Printable View](#)

CR16600379DU

[« Back to List: Court Monitoring](#)[Type of Proceedings \[1\]](#) | [Efficiency of Court \[0\]](#) | [Other Charges \[1\]](#) | [Sanctions \[0\]](#) | [Court Monitoring History \[1\]](#)

Court Monitoring Detail

[Edit](#) [Delete](#) [Clone](#) [Sharing](#)

| | | | |
|------------------------------------|----------------------|---------------------------------------|------------------------------|
| State | AZ | Case # | CR16600379DU |
| County | <u>Pima</u> | Date DUI Issued | 1/7/2016 |
| Court House | PIMA COUNTY JUSTICE | Case Start Date | 1/8/2016 |
| Court Monitor | <u>Beverly Mason</u> | Case Status | Open |
| Were you present in court? | Select | Case Close Date | |
| Was an interpreter needed/present? | Select | Arresting Agency | Pima County Sheriff's Office |
| If Yes, what language? | Select | Arresting Officer | <u>Officer PCSO</u> |
| Judge | <u>Carmen Dolny</u> | Was Arresting Officer Present? | Select |
| Judge Changed? | | Prosecutor | |
| Judge Not Assigned | | Prosecutor Change? | |
| Case Age | | Defense Attorney's Name | |
| Defendant First Name | TAYLOR JESSICA | Defense Attorney Type | Select |
| Defendant Last Name | GERDES | Defense Attorney Change? | |
| Gender | Female | | |
| Ethnicity | Unknown | | |
| Age | 20 or younger | | |
| Birthdate | 5/1/1997 | | |
| Information Notes | | | |
| Case Number | | | |
| Date of Proceeding | | | |
| Date Other Charges Dropped | | | |
| If yes, how many? | | | |
| Charge Information | | | |
| Alcohol Related | Yes | Drug Related | Yes |
| Blood Alcohol Content | Select | Prescription Drug Related | Select |
| BAC Obtained by | Select | Was there a child present in the car? | No |
| Was BAC Amended? | Select | Classification of Charge, if needed | DUI, DUI DRUGS |
| If yes, new BAC | | Previous DW/DUI Convictions | Select |
| Initial Plea | Not Guilty | Currently on Probation or Parole | Select |

Crash Related? No
Criminal Charge Misdemeanor
Property Damage
Personal Injury
Charge Information
Notes

Sanctions and Sentence

| | | | |
|---|--------|--|-----------|
| Disposition | Select | Did the Judge Agree to the Plea | |
| If Amended, to what? | Select | If no, please select which was done | |
| If Amended to lesser charge, what type? | | If a Mistrial what was reasoning? | Select |
| If other, plse describe (Disposition) | | If other, please describe (Mistrial) | |
| New Case Number | | Reason for being Dismissed or Rescinded? | Select |
| | | If other, please describe (Dismissed) | |
| If Amended to Felony what type? | Select | If Deferred Prosecution, report terms | |
| If other, please describe (Felony) | | | |
| New Classification of Charge if Changed | | Next Hearing | Yes |
| | | Next Hearing Date | 1/28/2016 |
| Min sentences guidelines met? | Select | | |
| Sanctions and Sentence Notes | | | |

Efficiency of Court

| | | | |
|---------------------------------|--------|-----------------------------------|--------|
| Could you hear the proceedings? | Select | Was the Hearing Delayed? | Select |
| If no, please provide reason | | Reason for Delay | Select |
| Efficiency of Court Notes | | If other, please describe (Delay) | |

Owner Beverly Mason [Change]
Created By Beverly Mason, 1/8/2016 9:57 AM

Last Modified By Beverly Mason, 1/8/2016 9:57 AM

[Edit](#) [Delete](#) [Clone](#) [Sharing](#)

Type of Proceedings

[New Type of Proceeding](#)

| Action | Proceedings | If other, please describe | Date of Proceeding |
|------------|-------------|---------------------------|--------------------|
| Edit Del | Arraignment | | 1/28/2016 |

Efficiency of Court

[New Efficiency of Court](#)

No records to display

Other Charges

[New Other Charges](#)

| Action | Other Charges | If other, please describe | Date Other Charges Dropped | Disposition of Charges |
|--|---------------|---------------------------|----------------------------|------------------------|
| Edit Del | Other | DUI DRUGS | | |

Sanctions

[New Sanction](#)

No records to display

Court Monitoring History

| Date | User | Action |
|------------------|-------------------------------|----------|
| 1/8/2016 9:57 AM | Beverly Mason | Created. |

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Always show me fewer / more records per related list



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Cases Open Per Quarter Report

[Show Feed](#)

Report Generation Status Complete

Report Options:

Summarize information by:

County

Show

All court monitoring

Time Frame

Date Field

Type of Proceeding Created Date

Range

Custom

From

10/1/2015

To

12/31/2016

Run Report

Show Details

Printable View

Export Details

Grouped By: County

Court Monitoring: Case #

Sorted By: County

Court Monitoring: Case #

County: Cochise (51 records)Court Monitoring: Case #: CR201500782 (1 record)Court Monitoring: Case #: CR20151099 (1 record)Court Monitoring: Case #: CR20151189 (1 record)Court Monitoring: Case #: CR20151442 (2 records)Court Monitoring: Case #: CR20151667 (1 record)Court Monitoring: Case #: CR20151681 (1 record)Court Monitoring: Case #: CR20151823 (2 records)Court Monitoring: Case #: CR20152008 (2 records)Court Monitoring: Case #: TR2015004520 (2 records)Court Monitoring: Case #: TR201501292 (2 records)Court Monitoring: Case #: TR201501345 (2 records)Court Monitoring: Case #: TR201501388 (2 records)Court Monitoring: Case #: TR201501413 (1 record)Court Monitoring: Case #: TR201501685 (2 records)Court Monitoring: Case #: TR201503404 (1 record)Court Monitoring: Case #: TR201503405 (1 record)Court Monitoring: Case #: TR201503447 (1 record)Court Monitoring: Case #: TR201503621 (1 record)Court Monitoring: Case #: TR201503717 (1 record)Court Monitoring: Case #: TR201503788 (5 records)



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Cases by Next Hearing Date

[Show Feed](#)

Report Generation Status: Complete

Report Options:

Summarize information by:

County

Show

All court monitoring

Time Frame

Date Field

Court Monitoring: Created Date

Range

Custom

From

To

[Run Report](#)[Hide Details](#)[Printable View](#)[Export Details](#)Filtered By: [Edit](#)Case Status equals Open [Clear](#)

Grouped By: County

Sorted By: County

| Court House | Court Monitoring: Case # | Next Hearing Date | Judge |
|---------------------------------------|------------------------------|-------------------|-----------------------------------|
| County: <u>Cochise</u> (31 records) | | | |
| SIERRA VISTA JUSTICE | TR201403826 | 5/19/2015 | NOT ASSIGNED |
| FLAGSTAFF MUNICIPAL | TR2015004520 | 9/23/2015 | NOT ASSIGNED |
| DOUGLAS JUSTICE | TR201501345 | 9/29/2015 | NOT ASSIGNED |
| DOUGLAS JUSTICE | TR201501388 | 9/30/2015 | NOT ASSIGNED |
| SIERRA VISTA JUSTICE | TR2015803412 | 10/1/2015 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503717 | 10/22/2015 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503821 | 10/22/2015 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | CR20151681 | 10/22/2015 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | CR20151189 | 10/23/2015 | TIMOTHY DICKERSON |
| DOUGLAS JUSTICE | TR201501292 | 11/3/2015 | NOT ASSIGNED |
| DOUGLAS JUSTICE | TR201501439 | 12/2/2015 | NOT ASSIGNED |
| DOUGLAS JUSTICE | TR201501632 | 12/2/2015 | NOT ASSIGNED |
| SIERRA VISTA JUSTICE | TR201504035 | 12/9/2015 | TIMOTHY DICKERSON |
| DOUGLAS JUSTICE | CR201500782 | 12/15/2015 | Alma Vildosola |
| DOUGLAS JUSTICE | TR201501685 | 12/16/2015 | NOT ASSIGNED |
| SIERRA VISTA JUSTICE | TR201503102 | 1/8/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | CR20151442 | 1/7/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | CR20151823 | 1/19/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503924 | 1/20/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503985 | 1/20/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201504080 | 1/20/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | CR20152008 | 1/20/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503923 | 1/20/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503927 | 1/27/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201504035 | 1/27/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503788 | 1/27/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503788 | 1/27/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503405 | 2/3/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503811 | 2/3/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | TR201503986 | 2/3/2016 | TIMOTHY DICKERSON |
| SIERRA VISTA JUSTICE | CR20151667 | 2/3/2016 | TIMOTHY DICKERSON |
| County: <u>Coconino</u> (134 records) | | | |
| FLAGSTAFF MUNICIPAL | TR2014003306 | 11/5/2014 | NOT ASSIGNED |



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Dashboard

[Refresh](#)

As of 11/6/2015 9:13 AM. Displaying data as Beverly Mason.

| <u>Open Cases</u> | | <u>Open Cases by Next Hearing Date</u> | | <u>Number of Open and Closed Cases</u> | |
|-------------------|---------------------|--|---------------------|--|---------------------|
| <u>State</u> | <u>Record Count</u> | <u>County</u> | <u>Record Count</u> | <u>Case Status</u> | <u>Record Count</u> |
| <u>AZ</u> | 2K | | 1 | <u>Open</u> | 2K |
| | | <u>Cochise</u> | 22 | <u>Closed</u> | 1K |
| | | <u>Coconino</u> | 141 | | |
| | | <u>Gila</u> | 4 | | |
| | | <u>La Paz</u> | 1 | | |
| | | <u>Maricopa</u> | 247 | | |
| | | <u>Pima</u> | 1K | | |
| | | <u>Pinal</u> | 36 | | |
| | | <u>Santa Cruz</u> | 27 | | |
| | | <u>Yuma</u> | 12 | | |

My Tasks

[New](#)

Overdue ▾

You have no open tasks scheduled for this period.

Calendar

[Scheduled Meetings](#) [Requested Meetings](#)

Today 1/11/2016

You have no events scheduled for the next 7 days.

January 2016

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27 | 28 | 29 | 30 | 31 | 01 | 02 |
| 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 01 | 02 | 03 | 04 | 05 | 06 |

Number of Open and Closed Cases

[Show Feed](#)

Report Generation Status: Note 2,000 of 3,439 records are displayed below. Select Export Details for a complete view of your data

Report Options:

Summarize information by [State](#) Show [All court monitoring](#)

Time Frame

Date Field

[Court Monitoring Created Date](#)

Range

[Custom](#)

From

To

[Run Report](#) [Hide Details](#) [Printable View](#) [Export Details](#)

[Large](#) | [Medium](#) | [Small](#)



Grouped By: [State](#) Case Status
Sorted By: [State](#) [Case Status](#)

| Court Monitoring: Case # | Case Number | Disposition | Arresting Officer | Defense Attorney's Name | Prosecutor | Judge |
|-----------------------------------|-------------|-------------|--------------------------------|------------------------------------|------------------------------------|-------|
| State: AZ (3,439 records) | | | | | | |
| Case Status: Open (1,857 records) | | | | | | |
| CR15501577DU | - | Select | | RYAN GIBSON | Carmen Dolny | |
| CR14419847DU | - | Select | | RYAN GIBSON | Carmen Dolny | |
| CR15501822DU | - | Select | | RYAN GIBSON | Carmen Dolny | |
| CR15506470DU | - | Select | | RYAN GIBSON | Keith Bee | |
| CR14423134DU | - | Select | UAPD | RYAN GIBSON | Susan Bacal | |
| CR14423655DU | - | Select | OFFICER AZ DPS | NICKI DICAMPLI | Keith Bee | |
| CR14424271DU | - | Select | Officer PCSO | NATASHA WRAE | Keith Bee | |
| CR14424714DU | - | Select | Officer PCSO | BRAD ROACH | Adam Walters | |
| CR15510414DU | - | Select | Officer PCSO | BRAD ROACH | Carmen Dolny | |
| CR15501815DU | - | Select | Officer PCSO | BRAD ROACH | Keith Bee | |
| CR15504820DU | - | Select | Officer PCSO | BRAD ROACH | Keith Bee | |
| CR15503528DU | - | Select | | BRAD ROACH | Susan Bacal | |
| CR15500438DU | - | Select | | CHRISTOPHER ARIANO | Jose Luis Castillo | |
| CR15505553DU | - | Select | Officer PCSO | CHRISTOPHER ARIANO | Susan Bacal | |
| CR15504380DU | - | Select | | HENRY JACOBS | Jose Luis Castillo | |
| CR14420227DU | - | Select | OFFICER AZ DPS | HENRY JACOBS | Maria Felix | |
| CR15505750DU | - | Select | | HENRY JACOBS | Susan Bacal | |
| CR14424398DU | - | Select | Officer PCSO | MARK WILLIMANN | Susan Bacal | |
| CR15500982DU | - | Select | | AL MCDONALD | Carmen Dolny | |
| CR15508651DU | - | Select | Officer PCSO | PRISCILLA FRISBY | Jose Luis Castillo | |
| CR14424022DU | - | Select | | PRISCILLA FRISBY | Paul Simon | |

Court Monitoring Program

Training Guide



madd

madd.org

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WELCOME

Each year, over 1 million arrests are made for the crime of drunk driving. What happens after those arrests depends on the criminal justice system. How do we know whether justice is served? By being there to observe the process. That's the idea behind MADD's Court Monitoring Program.

The Court Monitoring Program trains staff and volunteers to observe DWI cases and collect information on the outcome. The data is used to identify trends in sentencing and share with law enforcement, judges, prosecutors and public defenders to help find solutions that result in effective justice.

MADD created this guide in cooperation with the National Highway Traffic Safety Administration (NHTSA) to train court monitors and provide an overview of the program. It was written to help both volunteers and staff learn more about their work, the justice system, and how the courts operate. Monitors will learn how to make the most positive impact possible, and how to successfully recruit others to grow and sustain the program.

MADD appreciates your support of this important effort.

EXECUTIVE SUMMARY

Mothers Against Drunk Driving®

Founded by a mother whose daughter was killed by a drunk driver, Mothers Against Drunk Driving (MADD) is the nation's largest nonprofit working to protect families from drunk driving and underage drinking. MADD also supports the victims and survivors of drunk and drugged driving at no charge, serving one person every eight minutes through local MADD victim advocates and at 1-877-MADD-HELP. Learn more at www.madd.org or by calling 1-877-ASK-MADD.

Court Monitoring

MADD's Court Monitoring Program enlists and trains court monitors to observe and document what happens in the courtroom during DWI proceedings. Court monitors track results and identify inconsistencies on how DWI cases are handled and resolved. MADD shares the information with law enforcement, judges, prosecutors, public defenders and, if necessary, the media, to help ensure appropriate actions. Studies have shown that the mere presence of a court monitor can have a positive effect on sentencing.

Goals

The goals of MADD's Court Monitoring Program are to enhance transparency and accountability within the criminal justice system to promote appropriate sentencing and reduce the likelihood of repeat DWI offenses. This is accomplished by:

- Promoting public interest and awareness of the outcomes of criminal cases in the justice system
- Compiling information on the handling of DWI cases
- Creating relevant reports and publicize the findings

The program supports MADD's Campaign to Eliminate Drunk Driving®. We invite you to join us in the fight against this 100% preventable crime.

COURT MONITOR POLICIES & GUIDELINES

We are honored by your interest in the MADD Court Monitoring Program. Whether you are a volunteer or a staff member, your generous commitment and time is essential to keeping the wheels of justice turning.

We believe you will enjoy participating in the Court Monitoring Program and carrying out MADD's mission. During the course of your participation, please feel free to provide feedback and suggestions to improve the program.

Purpose of these Policies and Guidelines

These Policies and Guidelines have been prepared for the Court Monitoring Program to inform you about MADD's history, philosophy, best practices, and policies. If you have any questions about your experience as a MADD court monitor, you are encouraged to ask your MADD supervisor. Through one-on-one contact, we will get to know each other, express our views and work together effectively and efficiently.

We ask that you retain this orientation document and refer to it whenever questions arise.

About Mothers Against Drunk Driving

Founded by a mother whose daughter was killed by a drunk driver, Mothers Against Drunk Driving® (MADD) is the nation's largest nonprofit working to protect families from drunk driving and underage drinking. With the help of those who want a safer future, MADD's Campaign to Eliminate Drunk Driving® will end this danger on America's roads. PowerTalk 21® is the national day for parents to talk with their kids about alcohol and using the proven strategies of Power of Parents® to reduce the risk of underage drinking. As one of the largest victim services organizations in the U.S., MADD also supports victims and survivors of drunk and drugged driving at no charge, serving one person every eight minutes through local MADD victim advocates and at 1-877-MADD-HELP. Learn more at www.madd.org or by calling 1-877-ASK-MADD.

Definition

A court monitor is a MADD staff member or volunteer who has been trained to observe courtroom proceedings through different systems utilizing the Court Monitoring Guide and other materials. A court monitor includes not only those who monitor cases, but also those who perform other tasks such as data entry or recruitment.

As a Court Monitor You Can Expect:

- To receive training and become a certified court monitor
- To receive additional trainings, webinars, and information (some of which is confidential and proprietary to MADD) to help you succeed as a court monitor
- To be trusted with confidential information in order to carry out assignments
- To discuss any problem with MADD staff and receive prompt attention to any concerns that may arise
- To know that documentation of your role as a monitor will be retained, including positions held, training, evaluations, and recognitions
- To know your individual rights will be respected, and that you will be treated with courtesy and consideration

What MADD Expects From You:

- To know your job duties and how to perform them promptly, correctly and professionally
- To cooperate with staff and volunteers and maintain a good team attitude
- To consider opportunities for personal development that are offered to you
- To attend any and all training sessions scheduled for participants to not deviate from the process and program as trained. There are limited areas within the program infrastructure for local information, which is the only area customization is allowed and will be discussed during training
- To provide feedback and contribute your suggestions to help us continually improve the quality of the MADD Court Monitoring Program
- To respect the proprietary nature of the training and materials presented to you
- To refrain from entering into relationships with organizations not related to or affiliated with MADD that would compete with or otherwise diminish the value of the Court Monitoring Program

Attendance

If you are volunteering as a MADD court monitor, it is required that you: (1) complete and submit a General Volunteer Application; and (2) fill out a time card by signing in and out each time you perform duties related to the Court Monitoring Program (e.g. preparation hours, travel time, data entry, etc.). Time cards are needed in order to maintain an accurate record of your contribution and are used by MADD to apply for and/or retain grant funding. MADD also uses time cards to award appropriate recognition for a job well done. A MADD staff member will provide a time card for you.

Background Check



MADD requires a criminal background check on any staff member. If you are a volunteer and work with young people, victims, money or are in a leadership position you are also required to have a Criminal Background Check on file. MADD will provide you with a criminal background check authorization form. Please note all results from the criminal background check are confidential and will only be known by authorized MADD personnel. Results of the criminal background check may disqualify you from serving in the Court Monitor Program. Disqualified volunteers and staff will have an opportunity to review and dispute the results of the criminal background check.

Confidential Information

MADD court monitors are privy to confidential information. MADD court monitors have a duty to protect confidential information. This duty of confidentiality especially applies to any information involving a victim, volunteer, employee, or MADD. Confidential information may not be shared with your family, friends, acquaintances or colleagues. The disclosure or release of confidential information may lead to disciplinary action up to and including termination as a MADD volunteer and/or staff.

Dress Code



Dress appropriately for court. We ask that your attire be business casual, neat and conservative. You cannot wear or carry items that display the MADD logo in court.

Gifts, Tips and Soliciting

As a MADD court monitor, you are prohibited from accepting any tips or gifts directly from community partners, or others. Before, during, and after court, you may not promote or solicit your business enterprise, political agenda or religious beliefs.

Harassment

MADD intends to provide an environment that is pleasant, healthful, comfortable and free from intimidation, hostility or other offenses which might interfere with performance. Harassment may include words, signs, jokes, pranks, intimidation, physical contact or violence. Harassment of any sort - verbal, physical, visual, or sexual will not be tolerated and is strictly prohibited.

Sexual harassment may include unwelcomed sexual advances, requests for sexual favors, requiring sexual favors as a condition of employment, and other verbal or physical contact of a sexual nature which creates an intimidating environment or prevents an individual from effectively performing the duties of their position.

You are responsible for keeping the environment free of harassment. Any MADD staff member or volunteer, who becomes aware of an incident of harassment, whether by witnessing the



incident or being told of it, must report it to a MADD supervisor and/or MADD's HR department. That MADD staff member must then immediately report the harassment claim to a MADD National Office Senior Staff Member. When MADD becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action.

Smoking

All MADD offices are non-smoking facilities. If you smoke, there may be designated areas outside to enjoy a short break. Please be courteous and concerned about the needs of others.

Substance Abuse

Please be aware that mood and mind-altering substances may have effect on your job performance. Similarly, poor job performance may reflect poorly on MADD and its ability to achieve its mission safely and securely. Therefore, you are expected to report to your assigned duties free of mood or mind altering substances. If you show signs or evidence of having consumed alcohol and/or drugs, you will not be permitted entrance to any MADD site or be allowed to remain on the facility grounds. Violators will be dismissed from all program assignments.

The possession, sale or use of mood or mind altering substances, including illegal prescription drugs, while performing your duties for MADD is a violation of MADD policy and will be subject to disciplinary action, including dismissal.

Termination

MADD is an at-will employer/organization and has the right to terminate a MADD staff member or volunteer without cause and at any time. Failure to adhere to MADD policies constitutes cause for immediate release.

Grounds for immediate dismissal may include, but are not limited to:

- Gross misconduct or insubordination
- Reporting for an assignment under the influence of alcohol or drugs
- Theft of property or misuse of agency funds, equipment, or materials
- Illegal, violent, or unsafe acts
- Abuse or mistreatment of victims, staff, or volunteers
- Releasing confidential information especially information involving a victim, volunteer, employee, or MADD
- Unwillingness to support and further the mission of the organization

For additional questions, contact MADD National Office, Programs Department at programs@madd.org.

COURT MONITOR AGREEMENT

CONFIDENTIAL

Thank you so much for joining the MADD® team as a court monitor. To get started, we need to take care of this important housekeeping item. Please review, sign and return this Court Monitor Agreement to MADD National at programs@madd.org, or by mail to MADD National, Programs Department, 511 E. John Carpenter Freeway, Suite 700, Irving TX, 75062.

I, _____, have received the Court Monitor Guide. MADD will provide these materials and this training to me in consideration for my consent to abide by MADD policies and agreeing to the following terms:

- I agree that I will read and comply with the Court Monitor Policies and Guidelines contained in the Guide.
- MADD's program must be protected to ensure that the work of eliminating drunk driving may continue. I understand that the Guide contains proprietary information that is confidential and is the exclusive intellectual property of MADD. I agree not to use, publish, copy or disclose (or authorize anyone else to do so) any of MADD's proprietary information or documents associated with this training. I will only use MADD's proprietary information in the course and scope of my assigned role.
- In the unlikely event my relationship with MADD should end for any reason, I agree to immediately return to MADD the Court Monitoring Guide and all MADD documents and materials.

We look forward to your joining us as a MADD court monitor and to making a big difference in the safety and future of our community.

Signature

Date

Print Name

Email Address

Phone Number

OVERVIEW

MADD's Court Monitoring Program uses trained staff and volunteers to observe DWI cases and record information about the outcomes. The program is a vital component in MADD's mission to end tragedies caused by drunk driving.

Court monitors come from all walks of life. These dedicated monitors bring a diverse array of experience to the courtroom. Our monitors are not expected to have legal expertise. With the help of training, everyday citizens can become well versed in DWI laws and the criminal justice procedure.

MADD recognizes that volunteers are essential to the Court Monitoring Program and we make a great effort to ensure that each and every volunteer has a good experience with our organization.

This guide has been written in an effort to standardize MADD's court monitoring training nationwide. Standardization assures quality, lowers development costs, increases participation and facilitates consistent reporting at the state and national level.

The guide addresses a wide audience of volunteers, court monitors, recruiters, and program specialists. Content includes:

- General court knowledge
Information to familiarize you with court personnel and procedures
- The role of the monitor
Instruction on how to gather and record pertinent information in court
- Data mining
Instruction on how to gather information outside the courtroom
- Recruitment
Guidance on finding, recruiting and retaining volunteers
- Resources
Forms, templates, and additional information

This guide is a necessary component of online training. Once training is completed, attendees will receive a certificate. Throughout the year, court monitoring staff and volunteers will engage in scheduled calls for feedback, suggestions and assistance in program implementation, and may have the opportunity to participate in annual trainings.

THE IMPACT OF COURT MONITORING

Research shows that court monitoring is an effective tool for bringing accountability and change to the criminal justice system. The four studies below demonstrate how court monitoring can result in higher rates of conviction, fewer case dismissals, and fewer repeat offenses.

Study 1: Patterns of Recidivism Related to Case Disposition

Neil K. Chaudhary, Julie Tison, Anne T. McCart & Michele Fields (2011)

This study examined the relationship between court outcomes of a first alcohol-impaired driving charge and recidivism.

Methods: Data on arrests for alcohol-impaired driving offenses and associated court dispositions were obtained from the State of Maryland for 1994-2003. Eighty-two percent of arrests resulted in conviction; 10 percent of defendants were not prosecuted, 3 percent were acquitted, and all other adjudications combined (e.g., abated by death, failure to appear) accounted for 5 percent. Recidivism was tracked by compiling instances of re-arrest for an alcohol-related driving offense during the 3 years following disposition.

Results: Approximately 10 percent of all drivers arrested for DWI recidivated within 3 years after their first disposition, and the rate of recidivism varied by court outcome.

Conclusions: Data limitations prevented comparison of recidivism rates for convictions with and without plea negotiations. Reasons for not prosecuting are unknown, but the findings indicate that the decision is resulting in higher recidivism rates than would occur with prosecution and conviction.

Key findings:

- This study examines recidivism rate of 1st time offenders in correlation to court disposition.
- The typical repeat DWI offender is under 40 years of age.
- Recidivism rates are highest among those found not guilty and those not prosecuted.
- Of those found guilty and sanctioned, only 10% committed the offense again within three years.

Chaudhary, Neil K, Julie Tison, Anne T. McCart & Michelle Fields (2011). Patterns of Recidivism Related to Case Dispositions of Alcohol-Impaired Driving Offenses. Traffic Injury Prevention. 12:3. 210-216

Study 2: Judicial Disobedience of Mandates

Laurence Ross & James Foley (1987)

The report contains the results of two empirical studies of laws mandating a jail term of forty-eight consecutive hours for repeat-offender drunk drivers in New Mexico and Indiana.

Methods: Data was collected from central state records in both states. All cases were screened to ensure the offender had a recent DWI charge, and a previous DWI charge within the past 5 years. Cases were verified through detention facility records, and court clerks. In New Mexico 238 cases of repeat offenders were analyzed; 45% (106 cases) complied with mandated laws, 25% (60 cases) the offender was sentenced within mandated laws there is no proof the time was ever served, 10% (24 cases) had sentences completely suspended, and 20% (48 cases) had no jail sentence at all. In Indiana 753 cases were analyzed for the study; 64% (482 cases) of offenders received and served the mandated jail sentence, 16% (120 cases) were sentenced and served less than the mandated time, 14% (226 cases) were sentenced and did not serve any jail or community service time, 6% (45 cases) completed mandated community service in lieu of jail time.

Results: In both states, noncompliance by judges, abetted and other criminal justice system actors, was extensive, and substantial proportions of offenders were not imprisoned as mandated.

Data: This study explains these findings as evidence of both disjunction between formal and operative definitions of the behavior in question - drunk driving - and the great difficulty of controlling the discretion of actors in the criminal justice system. Judges interpret mandated laws to exclude various cases while some completely disregarded mandatory sentencing. There are consistent compliance issues with sentencing of repeat offenders and the amount of time they serve in jail.

Key findings:

- This study examines how judges avoid legislative mandated sentencing laws.
- Most judges were not aware of previous convictions, and there were misinterpretations of mandates and possible sentences.
- A small percentage of judges were found to have a blatant disregard for the laws.
- Some judges reported that many drunk drivers in the cases simply were not "killer" drunk drivers and therefore did not feel the mandatory sentences were needed.

Ross, Laurence and James P. Foley (1987). Judicial Disobedience of the Mandate to Imprison Drunk Drivers. *Law & Society Review*, 21:2, 315-324

Study 3: MADD Court Monitoring Program in Four Nebraska Counties

Simera Reynolds, Kimberley Shafer, & Andrea Frazier (2008)

The primary goal of this report is to describe and document the trends and patterns in the adjudication of DWI cases prior to the base year and after court monitoring activities were introduced in the core four counties of Nebraska. The secondary purposes are to determine if DWI sanctions are consistent across the four counties and to elicit feedback from key stakeholders in the adjudication of drunk driving on their awareness of MADD's Court Monitoring Program (CMP) and thoughts about sanctions imposed for DWI.

Methods: Previous cases were reviewed to establish a baseline from Nebraska Trial Court database. MADD sent court monitors to observe and record trial information to analyze and compare with previous year information. Surveys through Survey Monkey and interviews with law enforcement and prosecution members actively involved with DWI cases.

Results: There was a decrease in the number of DWI cases amended to reckless driving. When analyzing data many repeat offenders had a DWI conviction that was reduced to a lesser charge, allowing the offender to be charged with a third DWI, and only have it listed as a second DWI charge.

Data: Only a few law enforcement and prosecutors knew about the MADD CMP taking place in the counties. Of those who were aware of the program, many misunderstood it. Education from MADD on court monitoring was needed, and many stakeholders reported being supportive of MADD.

Key findings:

- This study explains court monitoring for law enforcement, probation, and prosecution and other courtroom officers.
- Maintaining a good relationship with all courtroom officers is imperative to gathering information.
- During the time of the study, there was a decrease in the number of DWI cases being dismissed and the number of DWI charges being reduced to lesser offenses.



Reynolds, Simera, Kimberly Shafer and Adrea Frazier. (2008). MADD Court Monitoring Program in Four Nebraska Counties.
http://s3.amazonaws.com/zanran_storage/www.maddnebraska.org/ContentPages/116188399.pdf



Study 4: Impact of Court Monitoring on Adjudication

David Shinar (1990)

This study assessed the impact of court monitoring by analyzing the difference in court dispositions (guilty, not guilty, and dismissed) and case outcomes (jail, fine, and license suspension) between monitored cases and non-monitored cases.

Method: A database in Maine containing 9,137 DWI arrests made in one calendar year was merged with cases that were monitored by MADD during the same period for analysis. A convenience sample of 397 cases was selected to be analyzed.

Results: In the presence of court monitors the conviction rates of DWI offenders were higher and their case dismissal rates were lower than those of drivers not court-monitored. Jail sentences were higher and length of the jail sentence was longer for court-monitored DWI drivers than for non-monitored drivers. The impact of monitoring was most pronounced for first-time offenders with BAC levels of .10-.11, and those refusing the BAC test.


Data: The adjudication process begins with a district attorney (DA) deciding to charge a defendant with DWI, if a DA does not charge all DWI cases there will be a higher conviction rate in that area. Court monitoring is effective with consistent attendance in court, and should be promoted in areas that it is currently not taking place.

Key findings:

- The study demonstrated that court monitoring was associated with a significantly higher likelihood of conviction and a significantly lower likelihood of case dismissals.
- These effects are greatest at the threshold levels of BAC (.10-.11 g/mL) and in cases of alcohol test refusals.
- Monitoring effects are therefore more apparent on the convictions of first time DWI offenders.
- Court monitoring is an effective tool in the adjudication process.


Shinar David, Ben Gurion, Sheva Beer (1992). Impact of court monitoring on the adjudication of driving while intoxicated (DWI). Accident Analysis and Prevention 24, 167-179.

PREPARATION FOR COURT



Court monitors need to familiarize themselves with the roles of court personnel and different court systems before attending court. When attending court, monitors should be aware of courthouse security and courtroom decorum. The following sections will review information court monitors should know prior to attending court.

A. The Roles of Key Court Personnel

- 
- *Judge* - A public officer who is either chosen or elected to preside over and administer the law in a court of justice. The judge controls the proceedings in a courtroom and decides questions of law. In a bench trial, the judge determines the innocence or guilt of the defendant. In a jury trial, the judge ensures that all proceedings in the courtroom follow the rule of law. Judges also determine the sentence in most criminal cases. Different jurisdictions give judges different powers, functions, discipline, and training.
 - *Prosecutor* - Known either as a district attorney, state attorney or commonwealth attorney, a prosecutor is an elected official charged with representing the people in his or her jurisdiction. Prosecutors have the authority to decide which cases to file and which cases to plea bargain. The prosecutor tries to prove a defendant's guilt beyond a reasonable doubt and, if successful, may recommend a sentence for the offender.
 - *Defense Attorney* - The defense attorney represents the defendant (the person accused of violating the law.) There are three types of defense attorneys: those hired privately by a defendant, public defenders, or court appointed. The defense attorney's role is to ensure that all procedures are followed, and to prove their client's innocence.
 - *Defendant* - A defendant is anyone accused in a criminal case of violating the law.
 - *Bailiff* - An officer of the court whose job it is to maintain order and assist the judge. A bailiff may or may not be armed, and may be able to take defendants into custody.
 - *Court Reporter* - A stenographer who records and transcribes everything said in court. Some courts no longer have reporters. Instead, cases are recorded by audio or visual media.
 - *Clerk* - An officer of the court who maintains the court records and makes notations in the case files on the docket for the day. The notations could be the status of the case, if court dates have been changed and disposition of the case.

- *Probation Officer* - An officer who supervises offenders on probation. In some jurisdictions, a probation officer may be present in court to act as a liaison between probation, attorney, and judge.
- *Witness* - Someone who may have first-hand knowledge of a crime and provides testimony in court.
- *Police Witness* - In most cases, this is the police officer who originally made the arrest.
- *Expert Witness* - Someone whose education, training or experience qualifies him or her as an expert in a particular subject. This person is usually not associated with the prosecuting attorney's office, and can be hired by either the prosecutor or the defense.

B. Different Court Systems

The vast majority of DWI cases are tried in state, county, or municipal courts. These are the courts that a monitor should attend.

Sometimes, cases are heard in special DWI Courts (usually involving misdemeanor charges and some type of rehabilitation for the offense). In these courts, defendants must be referred to the program, plead guilty and complete a 12-18 month program. Because of the required guilty plea for these courts, MADD court monitors generally have no need to attend these court systems.

Court systems also vary by jurisdiction. To find out what systems are in the counties you will monitor, look them up on your state's official website.

C. Courthouse Security

Courthouses vary in their layouts and procedures. In some courts, correctional officers escort inmates in the common areas with the general public. In other courthouses, only the general public is permitted in the common areas. Personal safety and security is a primary concern in all courthouses.

The following are some security suggestions and reminders for all MADD court monitors:

1. Arrive early to find parking; it may be necessary to have change for meters or cash for a parking garage.
2. Arrive early and give yourself enough time to stand in a security line, which may take as long as half an hour.
3. Be prepared; most courthouses will have a metal detector. The following are just a few items that are often prohibited in the courthouse:
 - a. Perfume/ Cologne bottles
 - b. Bottles containing liquid

- c. Laptops and hand held devices
- d. Tweezers
- e. Nail files
- f. Scissors
- g. Lotions
- h. Powders
- i. Pocket knives
- j. Any sharp object that can cause harm

D. Courtroom Decorum

Always follow standard courtroom etiquette when you are attending court on behalf of MADD, as it shows respect for the court, the justice system, and the judge. For example:

1. Court monitors should never wear a name badge, or use or carry anything with a MADD logo on it, including MADD pins, buttons, shirts, briefcases, or notebooks.
2. When entering the courtroom, take a seat quietly, particularly if court is already in session.
3. Dress business casual, as though you're going to a business meeting.
4. Leave newspapers, magazines and books in your briefcase, purse or car. It is generally not allowed to read while court is in session.
5. Never enter the area beyond the railing without being invited by the judge or other court personnel.
6. Turn off cell phones and pagers (or place them on "silent" mode) before entering the courtroom. A device making noise during court may result in a contempt of court charge for the owner.
7. Avoid texting or emailing.
8. Do not bring any recording devices into the courtroom.
9. Find a seat near the front of the gallery so you can see and hear the proceedings clearly.
10. Everyone in the courtroom, unless physically challenged, must rise when the judge enters and remain standing until the presiding judge invites everyone to be seated. Similarly, when court adjourns, everyone stands in place until the judge is no longer visible. This is also true when the jury enters and exits the courtroom.

11. Never speak while court is in session.
12. Remain neutral. Do not betray your personal feelings by facial expressions, gestures or remarks.
13. At all times, act professionally. If you are asked what you are doing, simply state you are a court monitor from MADD. If anyone tries to engage you in an argument, walk away.
14. Refrain from talking, eating, or doing anything to create a distraction while the court is in session.
15. When filling out forms, be discrete; have your materials ready before you enter the courtroom.
16. Avoid repeated entrances and departures.

THE CRIMINAL PROCESS

DWI cases progress through a series of steps, from the initial traffic stop through the trial. (See Figure 2; The Criminal Justice Process, on page 22.)

Steps include:

A. The Investigation

Law enforcement officers may spot drunk drivers at a crash site or a sobriety checkpoint. Most drunk driving is detected through a traffic stop.

B. The DWI Stop

If an officer suspects that a driver is impaired, he or she may request that the driver perform a Standardized Field Sobriety Tests (SFST). The most commonly used tests include:

1. *Walk and Turn* - The officer instructs the driver to walk a straight line, turn, and walk back in a very specific way. Inability to follow these precise instructions may indicate that the driver is under the influence of alcohol.
2. *One Leg Stand* - The driver is instructed to stand on one foot, raise the other leg six inches, and hold it in place. The officer looks for signs that the driver has trouble maintaining his or her balance.
3. *Horizontal Gaze Nystagmus (HGN)* - The officer positions an object (often a finger) about one foot from the driver's face and moves it side-to-side, instructing the driver to follow it with his or her eyes only while keeping the head still. The presence of alcohol or drugs in the driver's body will cause the eyeball to jerk or bounce.
4. *Preliminary Breath Test (PBT)* - An officer at the scene may use a portable breath test kit, or "breathalyzer", to detect intoxication before more reliable tests, such as urine or blood sampling, are possible. Because their accuracy is limited, PBT results are normally not admissible in court (each state has different guidelines.) However, court monitors should always note any available PBT results.

C. The Arrest

Once testing is complete, the officer determines whether there is probable cause for arrest. If arrested, the driver is usually taken to a location where further testing can be administered.

D. Lab Testing

The driver undergoes further testing, which can be used as evidence in court. Blood and urine samples must be sent to a lab for analysis, delaying the availability of results.

E. Initial Appearance

In some jurisdictions, these proceedings may be referred to as arraignments. The initial appearance/arraignment is a pretrial stage in which a defendant is brought before a court to be given notice of the charges against them and is advised of his or her constitutional rights. Initial appearances are usually conducted soon after an arrest for those who have been arrested by the police. It is generally not necessary for a defendant to have legal representation at an initial appearance. Depending on the jurisdiction, pleas may or may not be offered by the defendant during this stage.

F. Preliminary Hearing

Preliminary hearings serve the purpose of weeding out weak or unfounded charges. Defendants appearing at preliminary hearings may have an attorney present to assist them. The court may take a plea from a defendant at the time of a preliminary hearing and if the plea is not guilty, a proceeding takes place where the court determines if there is probable cause to believe a crime was committed, the crime was committed in the jurisdiction of the court, and if there is probable cause to believe the defendant committed the crime. If a court finds the above, the court sets a date for a trial.

G. Video Conferencing

In some jurisdictions, the initial appearance and preliminary hearing processes are conducted by video teleconference, linking the defendant to the courtroom. This eliminates the problems associated with transporting defendants.

H. Plea Negotiations

In plea arrangements stemming from negotiations, the defendant agrees to plead guilty without a trial and in return, the prosecutor agrees to certain sanctions for the guilty plea. As a court monitor, it is important to note as much information as possible about plea negotiations.

I. Pre-Trial

A proceeding held before an official trial to clarify facts and points of law. There are a variety of reasons for pre-trial, in which motions, hearings, and requests are addressed.

J. Trial



The trial is the procedure in which the case is argued and final judgments are determined.



COMMONLY USED PROCEDURAL TERMS

Below are some terms that you may hear in court during trials or hearings. Elements that are unique to jury trials are noted as "Jury trial only". (For more information, see Figure 2: "The Criminal Justice Process".)

- *Jury trial* - A case in which the factual questions and the final judgment are determined by a jury.
- *Bench trial* - A case is presented directly to the judge, who determines guilt or innocence. No jury is present.
- *Plea hearing* - The defendant enters a plea of guilty; they are admitting that they committed the offense with which they are charged. The state offers a set of penalties for the sentence; which may be accepted or rejected by the judge.
- *Voir Dire/Jury selection* - The process in which a pool of potential jurors are gathered, questioned by both the state and the defendant's attorneys, and either selected or rejected as jury members. (Jury trial only)
- *Opening statement* - An address made by each attorney providing an overview of his or her case.
- *State's case* - The prosecutor makes a case to prove the defendant's guilt. Once the state has presented all its witnesses and evidence, the state will rest. The defense is allowed to cross-examine (question) any of the state's witnesses. Once cross examination has ended, the state can re-question their witnesses for further clarification of testimony if needed.
- *Defendant's case* - The defense makes a case to prove the defendant's innocence. Once the defense presents witness and evidence, the defense will rest. The state is allowed to cross-examine (question) and the defense's witnesses. Once cross examination has ended, the defense can re-questions their witness for further clarification of testimony if needed.
- *Closing arguments* - Statements made by both sides to summarize their case at the end of trial and to paint a picture of the defendant's guilt or innocence.
- *Jury instructions* - Instructions given by the judge to the jury after both sides have rested their case. The judge explains the law and the options available to the jury.(Jury trial only)

- *Jury deliberations* - The process in which the jury discusses and considers everything that has been presented in the trial and votes to find the defendant guilty or not guilty. The deliberations are not open to the public and the jurors are not permitted to talk with anyone outside of the jury room during this time. In a criminal court the jury needs to have a unanimous decision for guilty or not guilty. If they cannot reach a unanimous decision, they are known as a hung jury, and the case may be retried. (Jury trial only)
- *Verdict* - The finding, read in open court, of guilty or not guilty. If found not guilty, the defendant will be released; if found guilty, sentencing may occur at that time, or the judge will order a pre-sentencing investigation to review the evidence and set the sentencing for a later date.
- *Sentencing* - The phase of a criminal case in which a defendant who has been found guilty receives his or her punishment from the judge. Both sides' attorneys may propose what they believe is the appropriate sentence for the defendant, and the defendant also has an opportunity to speak on his or her own behalf.
- *Appeal* - The request to bring a case before a higher court, in order to review the previous decision of a lower court.

Figure 1 The Courtroom

The following illustrates the most common courtroom setup. The area where the judge, attorneys and defendant are located is referred to as the "well," while the area where observers and court monitors are seated is referred to as the "gallery."

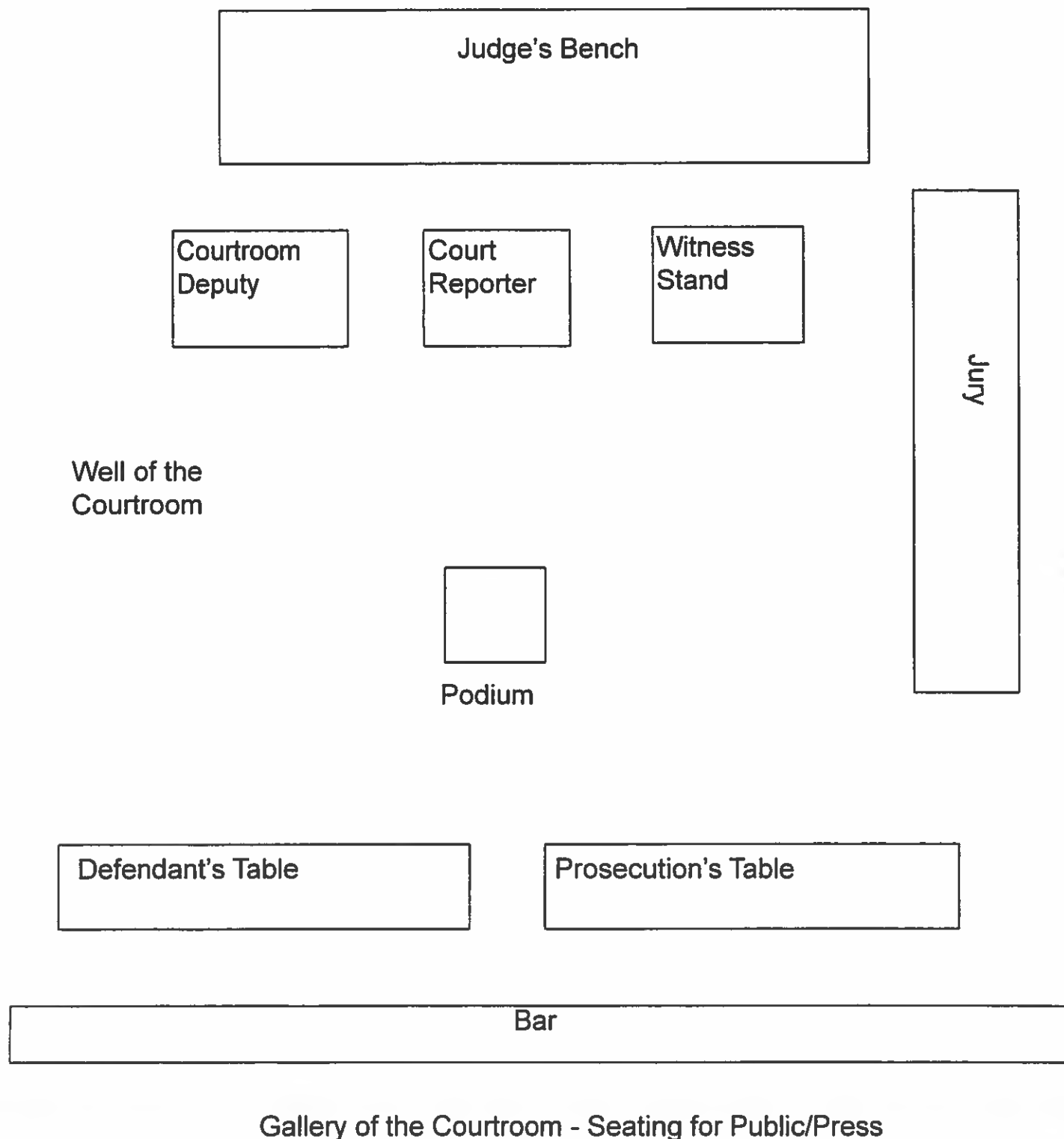
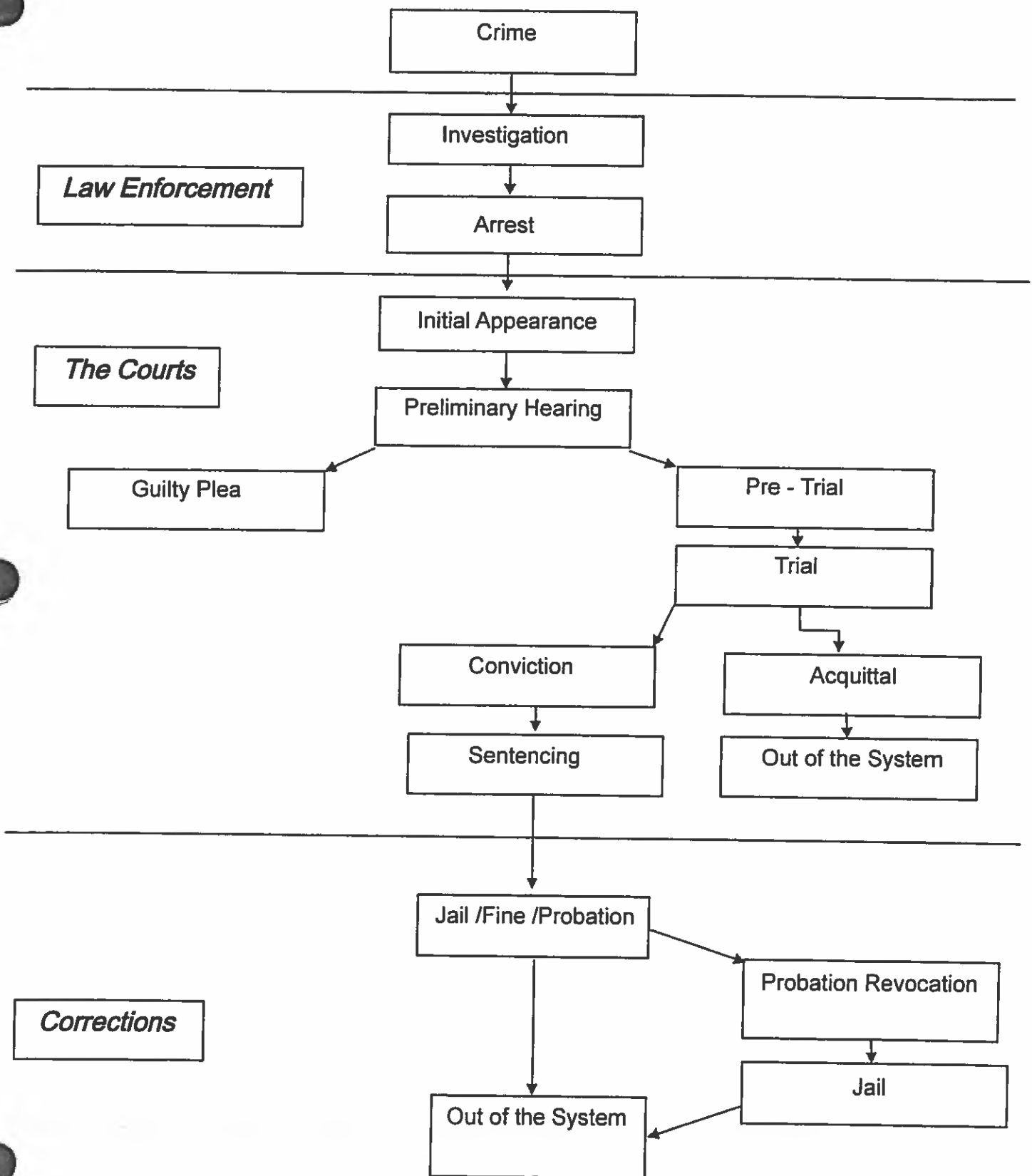


Figure 2 The Criminal Justice Process





THE ROLE OF THE MONITOR

You don't need a background in law to serve as a court monitor, just a commitment and willingness to make a positive difference. As a court monitor, you will be given extensive training to help you get familiar with courtrooms and criminal procedures, and to gather appropriate information. You will learn about courtroom etiquette, building partnerships with court personnel, and maintaining your role as a neutral, objective professional.

A. Cultivating Partnerships

As a court monitor, your ability to cultivate partnerships with court personnel is essential to gather the information we need. At the same time you must remain professional and objective. Do not intrude on the flow of business at the courthouse. When approached by any party and asked about your presence in the courthouse, respond positively, always keeping in mind that your presence may be threatening to some, and trying to minimize that effect whenever you can.

1. Law Enforcement

MADD supports the law enforcement heroes who make our roads safe. In turn, law enforcement officers support our efforts to eliminate drunk driving. It is not unusual for officers to alert MADD to problems - or request the presence of monitors - in certain courts. This is extremely helpful, allowing us to deploy our resources where they are needed most.

2. Court Clerk

Perhaps the most valuable relationship in MADD court monitoring is with the courthouse clerks because court clerks have access to the dockets. MADD court monitors should cultivate and foster good relationships with court clerks. Start by introducing yourself and explaining the mission of the Court Monitoring Program. This may help to defuse any concerns about our presence at the courthouse.

B. Maintaining Neutrality

The American justice system is intentionally adversarial in structure. The attorneys representing the prosecution and defense each play the role of advocate, and they may become quite aggressive in their position. The decisions and outcomes of court cases may not always be understood, and observers may certainly disagree with the outcomes reached in our system of justice.

MADD court monitors maintain an objective professional “observer” status, keeping their observations confined to the facts as they can be recorded, and withholding personal conclusions about what they see and hear.

1. *Boundaries*

While it is important to develop good relationships with court personnel, you must be careful not to put MADD in a position where our objectivity can be discredited or seen as unduly influencing the treatment of a defendant.

For that reason, do not allow relationships to become too informal or personal. For example, it would be highly improper to give or receive a personal gift or donation. Any offers of gifts from attorneys, judges, clerks, etc. should be politely declined, and the matter discussed with supervisors for documentation purposes.

2. *Media*

Courthouses are public areas that frequently have an active media presence, and it is not unusual for the media to seek responses from observers seen in the courtroom.

Reporters may try to engage you in a discussion about certain cases or trends in sentencing. Do not speak to the media. Refer any media questions to your supervisor.

HOW TO GATHER INFORMATION IN COURT

A. Gather Information Ahead of Time

New court monitors first need to familiarize themselves with the court system in their area. It is beneficial to visit the city/county government website and search for the information for criminal courts to see whether your area has a courthouse specifically for criminal cases.

1. *Familiarize Yourself with the Law*

It is beneficial for court monitors to become familiar with the laws and penalties regarding drunk driving in their state or jurisdiction. Knowing how and where to locate the requirements and penalties of the law will prove to be a vital skill. Most state laws are accessible on legislative websites and at your public library. If you need help getting or understanding this information, get advice from your supervisors, and seek out the assistance of prosecuting attorneys when possible.

2. *Familiarize Yourself with the Court*

Once you've identified the appropriate courthouse, use the internet to find its location and get information about transportation, parking, and security considerations. Make sure to do this before your first visit.

3. *Identify the Misdemeanor Schedule*

Depending on the size of the courthouse and the number of judges in the area, the court house may have a schedule for certain types of cases to be heard at specific times. The court may be handling bench trials, arraignments, pre-trial hearings, jury trials, sentencing hearings, and matters pertaining to bond at specific times. It is important to attend any of these hearings and to document the proceedings. This may be noted on the county website under general information.

4. *Familiarize Yourself with the Reporting Form*

Forms must be completed for every DWI case that is monitored, whether in-court or through data mining. Become familiar with the form prior to going to court or data mining, so you'll know what information to gather. Some cases move quickly, and by being familiar with the form it is easier to capture pertinent information. (See the resource section a sample form.)

5. Locate Docket Information

It is important to look at the docket information to determine which cases to observe. The docket is the official schedule of proceedings in a court of law. Always arrive early at the courthouse to write down DWI cases from the court docket, if available.

Depending on the size of the courthouse, the docket may be found in different places:

- a. Online on the courthouse webpage.
- b. Posted in the main area of the first floor or lobby of a courthouse.
- c. Outside of each courtroom (if there are multiple courtrooms).

If no docket is in view, you can try to:

- a. Look for an information desk where you can ask about the hearings going on that day. Explain that you are working on a project and need to observe a DWI court hearing.
- b. Call the court clerk the day before to find out which courts will hear DWI cases.
- c. Visit to the court clerk on the day of court before it starts. If there is more than one courtroom, you may only have time to talk with one clerk.

B. Know What Information To Record

1. Relevant Information - The Docket

Different courthouses list different types of information on the docket. When you look at a docket list, you will want to find the following information:

| | |
|------------------|--|
| Charge | Write the charge down. If there are multiple charges, record all charges listed. |
| Courtroom | If there are multiple courtrooms, specify which one. |
| Defendant's Name | For privacy purposes, this might only be the defendant's last name, or there may be no name listed at all. |
| Case Number | This can be an 8-16 digit number and may include letters. |
| Type of Hearing | Arraignment, Pre-trial, Trial, Sentencing, Revocation |

Note: One problem court monitors sometimes face is the docket may only include the case number and the defendant's name. This is done so that potential jurors walking by do not see the charges a defendant has pending, and become influenced in their opinions. This is becoming increasingly popular in the justice system. A court monitor should begin by asking someone in the court clerk's office for the needed information.

2. *Relevant Information - During an Initial Appearance or Arraignment*

Access to an arraignment may be difficult since this is done soon after an arrest is made. Some jurisdictions use teleconferencing to complete this step. During the arraignment the key information to capture includes:

- Defendant Full Name
- DOB/Age
- Sex
- Ethnicity
- Charge

3. *Relevant Information - During a Preliminary Hearing*

During a preliminary hearing, the accused is expected to enter a plea. The following information is what you will want to capture during a preliminary hearing:

- The criminal charges against the defendant
- The plea entered by the accused
- A finding by the court that there is probable cause to continue the case against the defendant

4. *Relevant Information - During a Plea Hearing*

Many DWI cases are adjudicated through plea hearings in order to move cases efficiently through court. The defendant enters a plea of guilty or no contest and the judge determines whether the plea is accepted by the court. The defendant gives up the right to a trial, the right to remain silent and the right to appeal the conviction.

The judge may ask the defendant to describe the events on the day of arrest and may determine guilt and sentencing at that moment, or the court may decide to wait. Depending on your state, a judge has the ability to accept, reject or change the plea. A judge may reject the plea and set a trial on the matter, entering a not guilty plea for the defendant.

The following information is important to record during a plea hearing:

- Defendant's name
- Case number
- Criminal charges: Depending on your jurisdiction the classification/title of the charges will vary. Go through your county website to locate classifications and titles.
- The judge's name

- The prosecutor's name
- The defense attorney's name. **It is helpful to know if they are a public defender or privately-retained attorney.**
- Defendant's prior DWI offenses
- BAC level at the arrest - and how it was obtained: breath, blood or urine
- Refusal to submit to chemical testing
- Prior sanctions from previous DWI charges
- The plea made by the defendant

5. *Relevant Information - During a Bench Trial*

Bench trials are held in front of a judge who decides guilt, innocence and sentencing. This means that the judge assesses the credibility of the evidence presented at trial and also guides the course of the trial according to laws and rules of procedure. Bench trials can have witnesses and experts as part of the trial. A bench trial is usually a quick way to complete a case as it can be scheduled sooner and does not require jury selection and jury instructions, which make the trial process last much longer.

The following information is important to record during a bench trial:

- Defendant's name
- Case number
- Criminal charges: Depending on your jurisdiction the classification/title of the charges will vary. Go through your county website to locate classifications and titles.
- The judge's name
- The prosecutor's name
- The defense attorney's name. **It is helpful to know if they are a public defender or privately-retained attorney.**
- Defendant's prior DWI offenses
- BAC level at the arrest - and how it was obtained: breath, blood or urine
- Refusal to submit to chemical testing
- Prior sanctions from previous DWI charges
- The plea made by the defendant
- Names of expert witnesses
- Names of police officers as witnesses
- Names of witnesses

- If there is a police video for evidence
- What evidence the prosecutor presents
- What evidence the defense presents
- The verdict: the defendant is found guilty or innocent

6. *Relevant Information - During a Jury Trial*

Jury trials are held in front of a panel of the defendant's peers who are charged with determining guilt or innocence, and sentencing is decided by the judge. Witnesses may be a part of jury trials, and are scheduled to testify by the court. Once both sides have presented their case, the jury will be given instructions by the judge. The jury will deliberate on the defendant's guilt or innocence. Procedures vary significantly by jurisdiction and court.

The following information is important to record during a jury trial:

- Defendant's name
- Case number
- Criminal charges
- Take note of any continuances, sets or passes the case has had and record the dates.
- The judge's name
- The prosecutor's name
- The defense attorney's name. **It is helpful to know if they are a public defender or privately-retained attorney.**
- Defendant's prior DWI offenses
- Review of current offense, and police report
- BAC level at the arrest - and how it was obtained: breath, blood or urine
- Refusal to submit to chemical testing
- Prior sanctions from previous DWI charges
- Names of expert witnesses
- Names of police officers as witnesses
- Names of witnesses
- If there is a police video for evidence
- What evidence the prosecutor presents
- What evidence the defense presents
- The verdict: whether the defendant is found guilty or innocent

7. *Relevant Information - During Sentencing*

The judge may decide to hold a separate sentencing hearing or sentence the defendant as soon as a verdict is reached. The judge should state the mandatory sanctions or what is requested by the state and if they are reducing the sanctions. Mandatory sanctions can be found on your state's legislative website.

- What the state/prosecutor has recommended for sentencing.
- Is the judge sentencing the mandatory sentence or what the state has asked for? The judge will state the maximum sanctions allowed and what the state has asked for and will report if they will reduce the sanctions.
- The recommendation for sentencing will be read off by the judge who will state what the actual sentence will be. If the judge is handing down a different sentence, both the requested and actual sentences need to be recorded. This is important to be able to see if there is a trend in reducing charges and sentences. The following are possible sanctions that need to be recorded:
 - o Jail time - Days /Months
 - o Time served - Days /Months
 - o Concurrent or Consecutive Sentences
 - o Sentence suspended in part or fully
 - o Fine and the amount
 - o Fees/costs and the amount
 - o Supervised probation
 - o Unsupervised probation
 - o Child endangerment enhancements
 - o Alcohol/drug evaluation
 - o Probation costs - any reductions
 - o Ignition interlock assignment
 - o Home incarceration/electronic monitoring
 - o Alcohol/drug rehabilitation
 - o Deferred adjudication
 - o Driver rehabilitation - this can be in the form of DWI class as well
 - o Community service
 - o License restrictions
 - o License revocation/suspension Days /Months /Years
 - o Vehicle seized
 - o Restitution and amount

These are all documentation areas on the MADD court monitoring form and are important to record for our purposes. They help MADD to explore trends in courts with first time and repeat offenders.

8. *Relevant Information - Probation or Parole Violation Hearings*

When a defendant who is on probation or parole and is charged with additional crimes, there may be a hearing to revoke probation or parole. The judge can also modify the conditions of probation or parole.

- Record the original probation/parole charge

This will help to track a repeat DWI offender. MADD can analyze the data to spot trends in sentencing, and note the sanctions given to repeat offenders.

C. Entering Information

1. *Missing Information*

At the end of court, review all information that was recorded. Missing information can sometimes be recovered through the court clerk, or the jurisdiction's website, utilizing the case number and defendant's name. These websites may be free to use, some may require payment for the information. Before paying for access to information speak with your supervisor to verify whether payment can be made to the website directly from MADD.

2. *Entering Information*

When entering information into the MADD court monitoring database, be sure to enter as much information about a case as possible.

3. *Preserving Records*

All court monitoring forms need to be preserved as back-up to electronic records. Files need to be preserved both manually and electronically.

4. *Legal Liability*

MADD does not have any privileged information, which means that anything recorded on court monitoring forms is not confidential, and our records may be subject to subpoena. Although this is highly unlikely, it is important to keep court monitoring forms in a specific location, and report only objective, factual information. All court monitoring forms must be kept for 7 years.

D. Neutrality

Court monitoring should not be carried out in an adversarial manner, as it could affect your ability to gather information impartially. An adversarial monitor could also give the defense a reason to request a mistrial if he or she feels the monitor's presence has created harsher sentencing for their client.

To avoid speaking inadvertently with a defense attorney, defendant, journalist, witness, or jury member, do not discuss your activities with those around you. Doing so might jeopardize proceedings, particularly if you have conversations with jurors. Do not post any information about monitoring or the cases you have monitored on Facebook, Twitter, or any other social media at any time.

MADD court monitors are objective and are impartial to the proceedings. They represent the MADD organization in and out of the courtroom. Maintaining a respectful image helps foster relationships with court personnel and gives credibility to current and future monitors, as well as to the Court Monitoring Program.

COURT MONITORING THROUGH DATA MINING

Being present in a courtroom is the best way to gather correct and pertinent information on any case. However, there will be times when court monitors will examine cases outside of the courtroom. This is known as data mining.

Through data mining, monitors gather information directly from court records, using public/paid websites or examining documents directly at the courthouse. Depending on the jurisdiction, websites may track pending cases or may list only cases that have been adjudicated.

Monitors gather the same information through data mining as they would gather in court, and record it on the same form.

1. Benefits of data mining

Some court monitors may be responsible for a very large area involving more than one court, making it difficult for a monitor to cover all the cases in person. Data mining may be beneficial when:

- Court monitors need to follow-up on cases they were not able to attend.
- It is necessary to verify the information recorded by a monitor in court.

2. Drawbacks of data mining

Having a presence in the courtroom does make a difference. Research has shown that court monitoring can increase the likelihood of conviction and decrease the likelihood of case dismissal (see study 4 in the section The Impact of Court Monitoring).

- MADD believes strongly that our presence in the courtroom has a positive influence on the criminal justice system.
- Information such as plea agreements may not be listed on websites for data mining.
- By not going to court, a court monitor cannot build the relationships that are needed in order to be effective court monitors.

If a court monitor is primarily going to document data from websites to get information and report on the trends of the court system, it is suggested the court monitor make periodic visits to those courts.

Jail Record Information

Sometimes drunk driving charges are reduced very early in the process, and this information may not be readily apparent in court documents or courthouse visits. In situations like this, MADD court monitors can search information available in jail records.

A public record is kept for every person jailed in the United States, showing booking dates, times, and charges. These records are stored at the jails and are accessible to the public. They may be viewed in person at the jail or, in some jurisdictions, they may be available online. The following information will need to be recorded on the court monitoring form:

- Defendant's name
- Case number
- Crime they were arrested for
- Criminal charges the prosecutor filed
- The prosecutor's name
- BAC level at the arrest - and how it was obtained: breath, blood or urine
- Refusal to submit to chemical testing

The information gathered will also need to be recorded in the MADD National Database.

REPORTING

All the information gathered by court monitors is entered into MADD's national database, which allows the organization to track and report on sentencing trends.

A. Database Entry

Information recorded in the Court Monitoring Program must be entered completely and accurately in the MADD National Database within 10 days of the case closing. The information is then used to report trends in the justice system at the local, state and national level, and to help MADD secure grants for additional funding. Data entry may be performed by staff or by volunteers, who receive additional data entry training.

B. Trend & Data Analysis

The MADD National Database can provide analyses of local data such as:

- How many cases has a particular prosecutor or judge dismissed?
- What are the common sanctions given to first time offenders in a particular court?
- How often has a prosecutor or judge reduced the charge or the sentence?
- Is there a particular judge in your area who hears the majority of DWI cases? If so, do defense attorneys ask for continuances until that particular judge is on the bench?
- How many times has a prosecutor enhanced the required cases to a felony?

C. Grants

Grant-funded programs may have their own requirements for how court monitoring forms must be entered and maintained. Check with your MADD supervisor to be sure you meet all grant specifications for the Court Monitoring Program as well as MADD's guidelines for entering data.

D. Reporting & Media

One of the important reasons we gather information is to monitor how specific court systems apply the law. Once the information has been entered into the database, consistent patterns may become evident.

When shortcomings are identified in the local judicial system, MADD's first step may be to meet with the prosecutors and /or judges to discuss the trends and tendencies in their jurisdiction. Meetings like these are often very productive and lead to position changes in the way DWI cases are handled. As always, MADD seeks to maintain good partnerships with the judicial system and refrain from adversarial confrontations.

However, if meetings with prosecutors and judges are unproductive, stronger steps are necessary. Supervisors should work with the Communications department at MADD National to discuss the possibility of issuing press releases and involving the media to spotlight unresolved issues in the courts.



RECRUITING AND WORKING WITH COURT MONITORING VOLUNTEERS

Whether you are starting a new MADD Court Monitoring Program or looking to grow an existing program, volunteers are vital to success. This section will focus on the recruitment and roles of volunteers.

A. General Volunteer Recruitment

One of the great things about the MADD Court Monitoring Program is that you don't need a background in criminal justice or law enforcement in order to be an effective volunteer. MADD provides in-depth training and ongoing support.

We can also reassure potential volunteers that becoming a monitor does not require an inordinate commitment of time. Court cases can move quickly, particularly with pleas and bench trials. Armed with the right information and training, a volunteer can capture data on 3 different plea hearings within an hour.



Volunteers who do not wish to go to court can make other important contributions - such as data mining, entering data into the database and recruiting other volunteers.

To begin recruiting court monitor volunteers, first identify tasks that need to be fulfilled, such as:

- Monitoring the courts
- Preparing daily calendars
- Briefing/debriefing other court monitors
- Filing court monitoring forms
- Researching defendant and case information
- Helping to write case summaries
- Assisting in data entry
- Helping to write reports detailing patterns in court
- Helping to write grant proposals, recruitment and fundraising materials

To find potential volunteers, consider:

- Contacting your community volunteer center
- Asking current volunteers to recruit others

- Registering with volunteer referral organizations
- Making personal appearances at colleges/universities, senior centers, volunteer fairs, and other venues
- Making announcements at MADD presentations, meetings, and events
- Posting volunteer opportunities in appropriate areas: libraries, community centers, etc.
- Asking people to volunteer - most people volunteer because they are asked!

You may also consider recruiting students 18 years and older from colleges and universities by placing flyers in areas where students will see them, such as in student unions and on job boards. Make sure you contact the university campus administration office and follow all campus rules about posting flyers on campus. Some campuses sponsor "volunteer days" where local organizations can provide information to interested students.

When you talk to potential volunteers, share MADD's mission and how it is supported by the Court Monitoring Program. Create a recruitment packet and keep it on hand, including:

- Executive Summary
- Volunteer Role Description
- Court Monitoring Program Brochure
- Yes, I'm Interested Response Card
- Volunteer Application


B. Collaborating with Colleges and Universities

Many colleges and universities have service learning centers for students who need to volunteer for credit. Also, an individual professor may have a class participate in court monitoring.

Working with these students may require a bit of extra time and paperwork, but it's worth the effort. (Professors are often inclined to refer their best students.) You may be asked to provide information about MADD's mission, the court monitoring program, and the role of student volunteers. For help responding to these requests, see the Resources section for the "Completing Volunteer Forms for Colleges and Universities."


Typically, students who benefit most from court monitoring are those who study criminal justice, social work, pre-law, psychology, or sociology. You can contact these individual departments at a nearby school, and set up a time to make a presentation to professors and advisors. Be prepared to speak about MADD's mission, the Court Monitoring Program and the positive experiences the students will have.

C. The Role of Student Volunteers

 A high-quality experience will be appreciated by students and their schools, and will lead to more referrals each semester. Students should be supported and included in as many activities as possible within the organization. Appropriate student tasks might include:

- Monitoring the courts
- Briefing/debriefing other court monitors
- Filing court monitoring forms
- Researching defendant and case information
- Helping to write case summaries
- Assisting with data entry
- Helping to write reports that detail patterns in court
- Helping to write grant proposals, recruitment, and fundraising

Although it may be tempting, do not use student volunteers for menial tasks or “grunt work”. This leaves students dissatisfied, jeopardizes our relationship with colleges/universities, and dissuades other students from volunteering with the program. A student volunteer should not be considered:

- 
- A free administrative worker
 - The solution to an unfilled full or part-time position
 - A file clerk, personal assistant, administrative assistant, or any other role that is unrelated to the student’s academic program

Try to give students a balanced experience that includes some of the more exciting tasks as well as those that are more routine, such as data entry. Our goal is to help the student learn, make a real contribution, and work up to their potential. When students complete their service learning or class assignment, be sure to recruit them as an ongoing volunteers.

GLOSSARY



Acquittal - A verdict or finding of "not guilty" by a jury or a judge.

Adjudicate - To hear and determine a matter before the court.

Admissible evidence – Evidence or testimony that a judge allows to be introduced during a trial. Tangible evidence is referred to as "exhibits."

Affidavit – A written, sworn statement of a fact made voluntarily.

Alford plea - A guilty plea entered as part of a plea bargain by a criminal defendant who does not actually admit his guilt, but does admit that sufficient evidence exists to convince a judge or jury to find the defendant guilty.

Appeal - A case is brought before a higher court to review the decision of a lower court.

Blood alcohol concentration (BAC) - The percentage of alcohol contained in a person's blood.



Bail - The amount of money a defendant must post to be released from custody until his or her trial is heard. The purpose of bail is to make sure the defendant appears at all court trials and hearings. (If the defendant fails to appear, he or she risks losing that money instead of having it returned.)

Change of venue - Transferring a trial to another district or county.

Charge - Also known as indict - formally accuse a person of a crime. A "charge" may also refer to the legal instructions given by a judge to the jury before they begin deliberating.

Concurrent sentence - A defendant convicted of two or more crimes may be sentenced to a specific amount of jail time for each crime. A judge may rule that these sentences can be served at the same time (concurrently) rather than one after another (consecutively).

Consecutive sentence - Jail time sentenced for different offenses that must be served one after the other.

Continuance - Postponement of a legal proceeding to another set date.

Conviction - The verdict that results when a court of law finds a defendant guilty of a crime.

Cross-examination - The questioning of a witness/defendant by the opposing attorney.

Deliberation - The act of considering and discussing a verdict, as well as reaching a conclusion and voting.

Deposition - Questioning of a witness in the presence of attorneys from both sides.

Deferred adjudication - A plea deal in which the defendant pleads "guilty" or "No Contest" to criminal charges in exchange for meeting certain requirements (such as probation, community service or treatment) within an allotted period of time. When completed, the defendant may avoid a formal conviction on his or her record or have the case dismissed.

Disposition - The outcome of the case.

Exception - An objection made to a court's ruling.

Felony - A serious crime that carries a prison term of at least one year.

Ignition interlock - A screening device attached to a car's ignition that checks the driver's blood alcohol level. The driver must blow into the device to start the car. If the device senses alcohol above a given level, the car will not start.

Incarceration - Detention in a jail or prison.

Jury - Panel of 6 or 12 of the defendant's peers who hear the case and determine guilt or innocence.

Misdemeanor - A crime that carries a penalty of fines or jail for less than a year.

Mistrial - A ruling that a trial is declared invalid due to an error in procedure, law or fact.


Nolo contendere (No contest) - A plea in which the defendant neither admits nor denies guilt in charges made against him/her. The defendant receives the same punishment as if he or she had pleaded guilty.

Objection - The formal disapproval of a procedure or question posed during a trial.

Open container - Any bottle, can or other container that contains an alcoholic beverage that has a broken seal or is partially empty.

Pass - Postpone or reset a trial.

Parole - The early release of a prisoner before his or her term is complete. The prisoner is supervised and may be re-incarcerated if he or she violates the terms of parole.



Peremptory challenge - The right to dismiss a potential juror from serving on a trial, without explanation. Attorneys for both sides are allowed to use a certain number of peremptory challenges when choosing a jury.

Peremptory plea - A plea filed by the defendant citing reasons why a trial should not proceed.

Perjury - A lie or false statement made while under oath.


Plea bargain - A defendant's agreement to plead "guilty" or "no contest" to a crime, in return for a lesser charge or penalty.

Probation - A sentence whereby an offender is released from confinement but is still under court supervision.

Release on own recognizance (ROR) - Releasing a defendant from custody before trial without having to post bond.

Subpoena - A court order requiring a witness to attend court.

Summons - A notice summoning a defendant to appear in court.



Time served - The period of time a criminal defendant has spent in jail since arrest, often awaiting bail or trial. If a judge grants "credit for time served", the amount of time served is deducted from the total jail time.

Waive - To voluntarily surrender a right, claim or privilege.

LEGAL ACRONYMS ASSOCIATED WITH DRUNK DRIVING

Various legal acronyms for drunk driving terms are used in various states, as shown below.

DUI - Driving under the influence.

DWI - Driving while intoxicated; or driving while impaired.

DWAI - Driving while ability impaired – in some states is a lesser offense to DWI or DWI

DWUI - Driving while under the influence.

DUBAL - Driving with an unlawful blood alcohol level. This applies when the person driving has given a blood, urine or breath sample, it states that it is an offense to have driven while having the prohibited amount of alcohol in your system, most often known as “per se.”

DWIL- Driving under the influence of liquor.

DWII - Driving under the influence of an intoxicant.

OUI - Operating under the influence. “Operating” is a broader term than “driving.”
For example, it can include sleeping in a car with the engine running.

OWI - Operating while under the influence.

OMVI - Operating a motor vehicle while intoxicated.

RESOURCES

This section provides the templates and documents referenced throughout this guide as well as helpful information for court monitoring. In the following pages you will find:

- MADD's Court Monitoring Program Executive Summary
- Court Monitoring Specialist Position Description
- Volunteer Role Description - Court Monitoring Sub Chair
- Volunteer Role Description - Court Monitoring Volunteer
- FAQs for completing college and university forms

MADD Court Monitoring EXECUTIVE SUMMARY

Mothers Against Drunk Driving®

Founded by a mother whose daughter was killed by a drunk driver, Mothers Against Drunk Driving (MADD) is the nation's largest nonprofit working to protect families from drunk driving and underage drinking. MADD also supports the victims and survivors of drunk and drugged driving at no charge, serving one person every eight minutes through local MADD victim advocates and at 1-877-MADD-HELP. Learn more at www.madd.org or by calling 1-877-ASK-MADD.

Court Monitoring

MADD's Court Monitoring Program enlists and trains court monitors to observe and document what happens in the courtroom during DWI proceedings. Court monitors track results and identify inconsistencies on how DWI cases are handled and resolved. MADD shares the information with law enforcement, judges, prosecutors, public defenders and, if necessary, the media, to help ensure appropriate actions. Studies have shown that the mere presence of a court monitor can have a positive effect on sentencing.

Goals

The goals of MADD's Court Monitoring Program are to enhance transparency and accountability within the criminal justice system to promote appropriate sentencing and reduce the likelihood of repeat DWI offenses. This is accomplished by:

- Promoting public interest and awareness of the outcomes of criminal cases in the justice system
- Compiling information on the handling of DWI cases
- Creating relevant reports and publicize the findings

The program supports MADD's Campaign to Eliminate Drunk Driving®. We invite you to join us in the fight against this 100% preventable crime.

REPORTS TO:

Responsible for the overall collection/reporting of case data into MADD's National Court Monitoring Database, for use by MADD staff. Responsible for building/maintaining volunteer Court Monitoring Program.

1. Build/maintain a solid volunteer base.
2. Recruit/oversee/train/support volunteer court monitors for proper data collection.
3. Collect/compile/report data on a monthly basis to supervisor.
4. Build coalitions with local agencies/entities.
5. Other duties as assigned.

1. Bachelor's degree with 2-4 years equivalent professional experience; Legal background preferred.
2. Solid understanding of court system, courtroom procedures and familiarity with laws.
3. Excellent written and oral communication skills.
4. Solid organizational skills.
5. Ability to work independently.
6. Proficiency with Microsoft Word, Excel and PowerPoint.
7. Effective networking ability.
8. Must be able to travel and maintain a flexible schedule.



MOTHERS AGAINST DRUNK DRIVING POSITION DESCRIPTION

POSITION: Court Monitoring Project Supervisor **OFFICE:** Field

REPORTS TO: State Executive Director or
Affiliate Executive Director **FLSA:** Exempt

GENERAL DESCRIPTION:

Responsible for the overall collection/compilation and accurate monthly reporting of case data from Court Monitoring Project Specialists and volunteers. Administration of the Court Monitoring grant. Manage the court monitoring database. Supervise, manage and train Courtroom Monitoring Project Specialists and volunteers under the court monitoring grant.

ESSENTIAL POSITION FUNCTIONS:

1. Recruit/manage/develop and provide training for Court Monitoring Project Specialists.
2. Assist the Project Specialists and volunteers in constructing individualized measurable programming goals and plans for their assigned areas.
3. Ensure the accurate collection, compilation, tracking and reporting of program data from the Court Monitoring Project Specialists and volunteers on a monthly basis.
4. Submit all financial reports and oversee all budgeting requirements in compliance with MADD's Accounting policies. Submit monthly and quarterly project reports to funders regarding policy recommendations.
5. Plan training and meetings for Court Monitoring Project Specialists and volunteers as needed. Ensure regular communication with State or Affiliate Executive Director.
6. Establish regular visits to project sites.
7. Act as MADD spokesperson on court monitoring project and outcomes.
8. Other duties as assigned.

POSITION REQUIREMENTS:

1. Bachelor's degree with a minimum of 3 years management experience. Legal background preferred.
2. 2-3 years' experience with grant administration/financial reporting/accounting. Project management experience a plus.
3. Solid understanding of court system, courtroom procedures and familiarity with DWI and traffic safety laws.
4. Excellent written and oral communication and presentation skills.
5. Data driven with excellent organizational skills.
6. Proficiency with Microsoft Word Office Package.
7. Ability to travel and maintain flexible schedule.

Revised 7/12

OTHER

This field position is normally funded by a grant for a specific period of time. In the event the grant is discontinued, the position may be eliminated.



Volunteer Role Description Court Monitoring Sub Chair

Benefits: An excellent opportunity for exercising your expertise in the court system while making a significant difference in your community. Most importantly, this is an incredible opportunity to provide a valuable service to Mothers Against Drunk Driving (MADD).

Purpose: To serve as the volunteer Court Monitoring Sub Chair, influencing Advisory Board implementation of MADD's strategic goals and mission.

Timeframe: Advisory Board members may serve up to two consecutive three-year terms.

Responsibilities:

- Provide leadership to the Court Monitoring Subcommittee
- Serve as the principal liaison between the Subcommittee and the Vice Chair, Programs
- Provide Vice Chair, Programs with reports of Court Monitoring programmatic outreach and activation
- Recommend and recruit volunteer Court Monitoring Subcommittee members
- Financially support MADD through donations and/or fundraising; help bring new donors to MADD
- Actively participate in all fundraising events of the State/Affiliate/Chapter
- Ensure overall implementation of the Court Monitoring Program meets MADD's mission, goals and strategic plan
- Work with staff liaison to ensure collection and compilation of volunteer's monthly reports of case data
- Ensure active utilization of court monitoring database
- Communicate with Subcommittee and other volunteers about any program updates or changes
- Ensure volunteers are trained to observe the court system and collect information that is useful for constructive improvements to the judicial system regarding drunk driving cases
- Work with the Project Specialists and/or staff liaison to assist volunteers in constructing individualized measurable programming goals and objectives for their assigned areas
- Be available to speak on MADD's behalf about court monitoring project and outcomes
- Recruit, train, support and maintain a solid volunteer base for proper data collection
- Build relationships with court personnel including but not limited to bailiffs, clerks, Assistant State's Attorneys



Volunteer Role Description Court Monitoring Volunteer

Benefits: An excellent opportunity to learn and observe the court system while making a significant contribution to your community. Volunteers have the ability to provide a valuable service to save lives and spread the mission of Mothers Against Drunk Driving (MADD).

Purpose: To serve as a volunteer for the Court Monitoring Program, observe the court system and collect information on DWI misdemeanor cases.

Tasks/Responsibilities:

- Attend any and all court monitor trainings.
- Attend DWI misdemeanor court cases.
- Become familiar with court room procedure.
- Collect information on DWI misdemeanor cases and submit paperwork to the state volunteer coordinator or other MADD staff in a timely manner.
- Recruit additional volunteers.
- Assist in creating reports regarding the justice system in your area.
- Other duties as assigned.

Required Skills and Qualifications:

- Excellent oral, written and interpersonal communication skills.
- Background check required; no criminal arrests or convictions.
- Must be 18 years of age.
- Must not have a case pending or be convicted of a drunk driving offense.
- Attention to detail, good listening skills, critical thinking skills and an open mind.
- Access to email and phone on a regular basis in order to communicate with supervisor.
- Ethical behavior and respect for confidentiality.
- Computer literate, with working knowledge of word processing and spreadsheets.

Time Commitment Required:

- 2-3 hours per week, more if desired.
- At least a three month commitment.

Supervisor:

- State Executive Director (or) Affiliate Executive Director
- Field Relations Director (or) Chapter Leader

Volunteer Signature

Date

Completing Volunteer Forms for Colleges and Universities

Academic institutions that grant credit for student volunteers may request more information about MADD's mission, the Court Monitoring Program, and the role of student volunteers. Following are answers to commonly asked questions from academic institutions.

About MADD

Founded by a mother whose daughter was killed by a drunk driver, Mothers Against Drunk Driving® (MADD) is the nation's largest nonprofit organization working to protect families from drunk driving and underage drinking. MADD also supports the victims and survivors of drunk and drugged driving at no charge, serving one person every eight minutes through local MADD victim advocates and at 1-877-MADD-HELP. Learn more at www.madd.org or by calling 1-877-ASK-MADD.

The purpose of MADD's Court Monitoring Program

Court monitoring makes individuals aware, in the courts and beyond, that the community is interested in the outcomes of drunk driving cases. Court monitoring helps improve criminal court proceedings by gathering data and using it to further communicate with judges, prosecutors, law enforcement and public defenders in an effort to identify strengths and weaknesses in the judicial system.

How volunteering with the program will benefit students

Student volunteers will be provided training on the court system and become certified court monitors. While attending court, the student will be able to observe judges and attorneys while gaining knowledge of the state DWI laws and how they are applied in court. By gathering pertinent information on adjudicated cases, students can track patterns and trends on how the law is being applied in DWI cases.

Potential student activities

Student volunteers will receive training to become certified court monitors, and will have the ability to attend court and report back on the information recorded. Students will also be involved in data mining via the internet and going to the local jail for jail records. Students will be involved in the day to day operating procedures of the program, including writing reports, entering data, searching for trends and patterns, and ensuring accuracy in reporting. Students also have the opportunity to recruit other volunteers and spread MADD's mission to eliminate drunk driving.

National Court Monitoring Database User's Guide

Thank you for your interest and participation in MADD's Court Monitoring program. This brief guide is intended to assist staff and volunteer Court Monitors as they utilize the MADD National Court Monitoring database ("the database").

This basic user's guide is intended to walk a new user through the technical fundamentals of the database, from log-in to running a report. However, this guide is not intended to replace the Court Monitoring Database training, but to be a paper supplement to that course. In addition, there is a prerequisite course for this program, Court Monitoring 101. If you have not yet taken the Court Monitoring 101 training module, please do so before reviewing this guide. If you have taken Court Monitoring 101 and are in the process of taking the Court Monitoring Database Training, then please feel free to keep this guide near you as you complete that training module.

This User Guide was created in partnership with a consulting company that assisted in the creation of the database, Ventas Consulting.

As this system evolves and grows, and as more data is entered into the system, it will be very helpful to get your feedback on utilizing the system and any suggestions you would have for improvement.

If you have any questions that are not answered in this guide or the Court Monitoring Database Training, please contact your supervisor. In addition, the MADD National Programs department at programs@madd.org or 469.420.4492 can be an additional resource for the Court Monitoring program.

Lastly, please make sure all information is factual and that you enter as much information as possible. This will help with reports later, which can be an extremely beneficial tool for any grant information.

Signing Onto the National Court Monitoring Database System

When you were hired or signed up as a volunteer for the Court Monitoring program, your supervisor should have either sent an email to programs@madd.org requesting sign-on credentials for you, or submitted a Help Desk Ticket to MADD National's Technology department. If this has not yet been done, please contact your supervisor now. You will not be able to log into the system until you have a username and password.

If you have received the approval from your supervisor to access the system and an email with log-in instructions from MADD National, please continue reviewing this manual.

Both staff and volunteers will sign onto the database from <https://signin.madd.org>

From this screen you see at signin.madd.org, select "Sign in to one of the following sites" and then select "Salesforce Community." Once that option has been selected, please click the "Sign In" button at the bottom of the page. Finally, you will be instructed to log in. Enter your username and password and then click the Sign In button.

For staff, your MADD email username and password will be the same as the log-in information you will use to access the database. For volunteers, you will receive log-in information.



From this screen you will be taken directly to the Salesforce.com system, which hosts the National Court Monitoring Database, and you will enter, update or run a report on the information for your location. More instructions on entering information, updating records, or running reports, are in the following pages of this guide.

Community User

Your license to access this system is called a "Community User" license. This license allows you to add information, makes edits and changes, and run reports on information included in the Accounts, Contacts, and Court Monitoring tabs (described below). You will also be part of a group of court monitors, designated by state, who can view each other's information. For example, if someone in Dallas enters a case in the system, a court monitor in Houston can access that, because they are both in the Texas Court Monitors group. However, someone in San Diego will not be able to see information

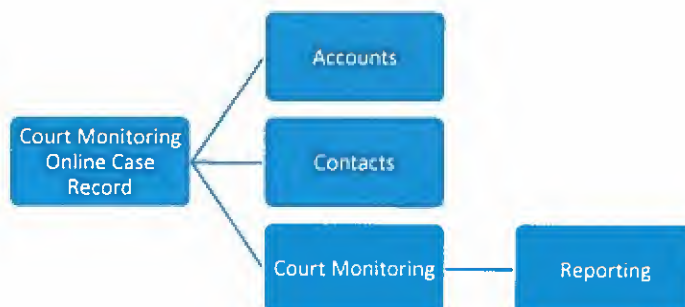
entered by a court monitor, because that individual is part of the California Court Monitors group, not the Texas Court Monitors group.

Getting Started

Below are some definitions and terms that will be handy for you to have as you begin to use the National Court Monitoring Database. These terms are throughout the database system and describe areas where you will need to enter information.

| Term | Description |
|------------------|--|
| Home Page | The first page you will see when you log into Salesforce.com or when you click the home tab |
| Tabs | Tabs appear at the top of any Salesforce.com page. (Tabs include: Homepage, Accounts, Contacts, Court Monitoring, Reports, Dashboards) |
| Sidebar | The left margin of a Salesforce.com page. The sidebar displays items such as: Recent Items, Messages & Alerts, Links, and Recycle Bin. |
| Accounts | Contains details of specific organizations, such as courthouses. |
| Contacts | Contains information on individuals associated with accounts (organizations), such as a Judge. |
| Court Monitoring | Contains all information from the Court Monitor Form |
| Reporting | Allows the metrics entered into the Court Monitoring Object to be analyzed. |
| Dashboard | Dashboards allow you to put your reports into graphs, charts and generates an "At a Glance" view. |

The information entered into the form through accounts, contacts and court monitoring tabs relate to each other in this manner. Accounts, contacts, and the information entered in the court monitoring online form all feed into an online case record that you and your supervisor will be able to access, real-time, as you and court monitors in your location enter information into the system.



HOME PAGE



| Case Status | Record Count |
|-------------|--------------|
| | 2 |
| Open | 2K |
| Closed | 2K |
| Select | 14 |

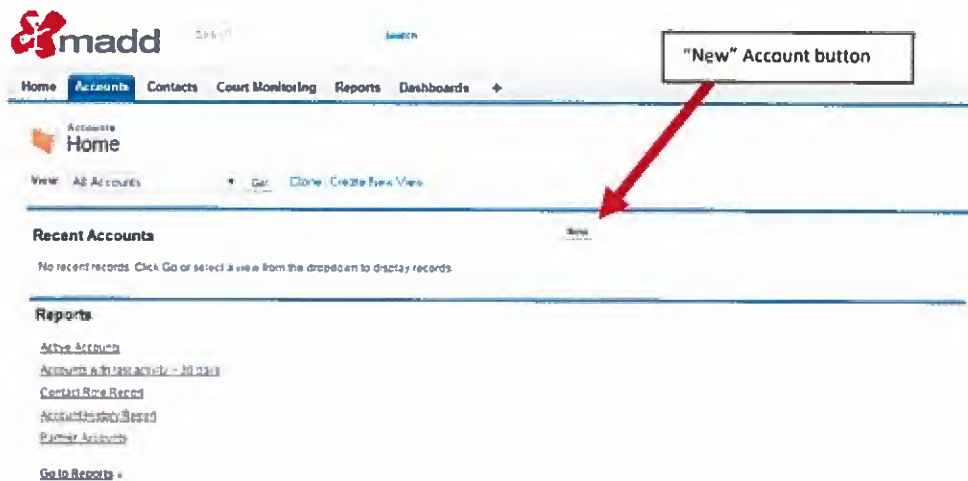
Before you enter any specific court case data into the Court Monitoring tab in the database, it is a good idea for you to set up in the system a list of accounts that you will use regularly. You can also search the system to see if another Court Monitor in your group has already created an account. Just a reminder,

an account is an organization that one of your contacts will belong to – like a Defense Attorney’s office, DA’s office, or Courthouse for a judge.

To access this page, click on the “Account” tab on the toolbar at the top of the page.

The Account Page has tailored list views. The system also remembers Recent Accounts reviewed and will bring up that information when you access the system. For accounts you use regularly, this will be very handy.

If you would like to create new accounts select “new” from the account page. It is the button right next to the “Recent Accounts” title at the upper middle of the page.



You have different record types for Accounts. When you are creating a new account, you will need to ensure you are selecting the correct account. For example, if you are entering contact information for Arresting Agency, you will need to select that account type before entering the contact information for that agency.

New Account Select Account Record Type

Select a record type for the new account To skip this page in the future change your record type settings on your personal setup page

Select Account Record Type

Record Type of new record

Account Record Type

Arresting Agency (Police Dept) ▼

Arresting Agency (Police Dept)

Courthouse

Defense Attorney's Office

District Attorney's Office

Continue Cancel

Available Account Record Types

| Record Type Name | Description |
|--------------------------------|-------------|
| Arresting Agency (Police Dept) | |
| Courthouse | |
| Defense Attorney's Office | |
| District Attorney's Office | |

Once you have selected the account you are creating, you will be prompted to add Address information for that account (mailing address, email, phone, etc.).

Accounts Edit New Account help for this page

Account Edit Save Save & New Cancel

Account Information

Account Name

State

Phone

Address Information

Billing Street

Billing City

Billing State/Province

Billing Zip/Postal Code

Billing Country

Account Record Type

Defense Attorney's Office

Account Owner

Crystal Sade

Parent Account

Shipping Street

Shipping City

Shipping State/Province

Shipping Zip/Postal Code

Shipping Country

Save Save & New Cancel

Account View for Arresting Agency, Courthouse, DA's office, and Defense Attorney's organizations

Please note that Address & Account Information for organizations such as Arresting Agency (police officer), DA's office (Prosecutor), Defense Attorney's office (Defense attorney), and Courthouse (Judge) all will ask for the same address information for that Account.

For any account, it is important for you to enter as much information as possible.

For any account, you will be asked to enter an account name. Below is a naming convention you should use when entering account names.

For the account name for the Arresting Agency, use the "Arresting Agency" name

For the account name for the Courthouse, use the "Courthouse" name

For the account name for the Defense Attorney's Office, use the "Defense Attorney's office" name

For the account name for the District Attorney's Office, use the "District Attorney's Office" name

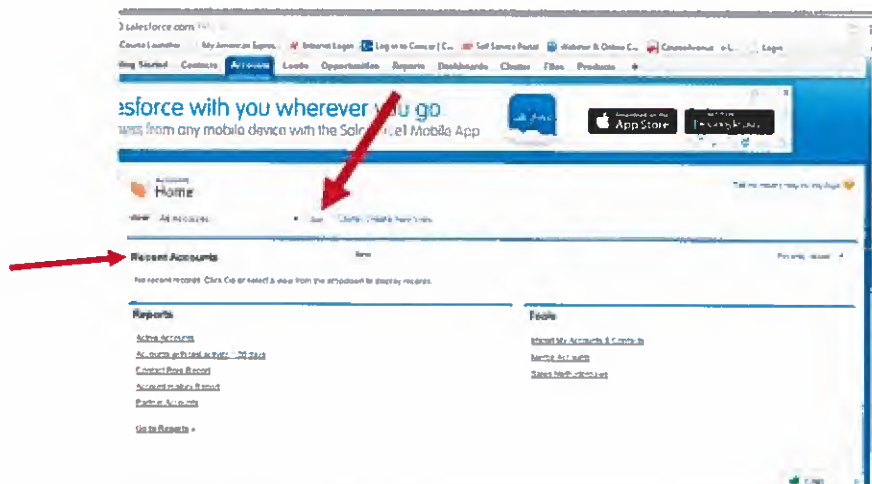
Once you have entered all the information available for the record, please select "save" and the account will be saved and available for you to add to your Court Monitoring case records, under the Court Monitoring tab. More information on entering information into the case record are in the pages that follow.

Updating

You will also be able to access this account in the future if there is any change or updates to this account, such as an address change, for example, that you can then update.

To access an existing account to update it, simply go back to the accounts tab and, if you recently entered the account, it should appear on the Recent Accounts page. If it was created much earlier, go to the View tab at the middle top of the page and select, from the drop down menu, My Accounts. This should provide a list of your created accounts for you to select and update.

The updates that you make to your record should be viewable by others in your office, as you are all in the same "community group" and as such have access to view other records. Only supervisors will have records from Court Monitors they manage though, rolled up into their dashboard view on their home page or the "dashboard" tab at the top of the toolbar.

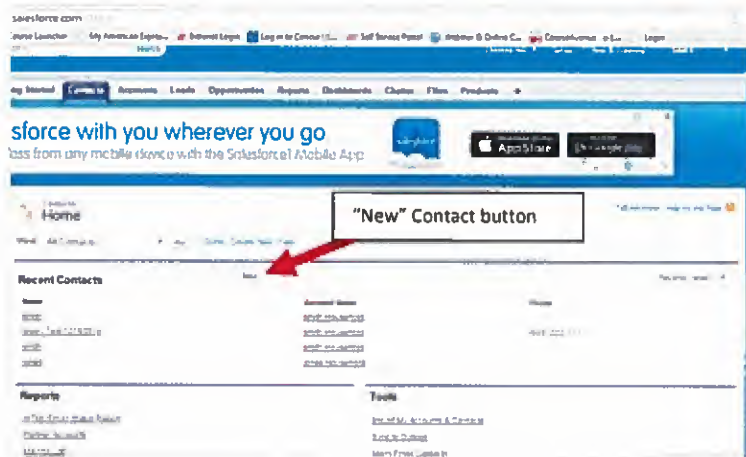


Next, we will discuss how to create a contact in the database. These contacts will be related to the accounts you just created. Please create Contacts after you have created all Accounts, and before you start the online Court Monitor form.

Adding or Updating a Contact

Next, you can create a "Contact". As a reminder, a contact is the individual involved in the case record somehow – Judge, Police Officer, Prosecutor, Defense Attorney.

From your home page, select the tab at the top of the toolbar that says "contacts." This will take you to a new screen that will allow you to see previous contacts you have entered and create a new contact.



The Contact Page also has the ability to tailor list views, shows Recent Contacts viewed, and you can also create a Contact from this screen. Like Accounts, when you are creating a new contact, you will need to ensure you are selecting the correct account. For example, if you are entering contact information for an Officer, you will need to select that contact type before entering the contact information for that Officer.



Once you have selected the contact you are creating, you will be prompted to add Address information for that contact (mailing address, email, phone, etc.).

**Contact View
for Police
Officer,
Prosecutor,
Defense
Attorney, and
Judge.**

Please note that Contact Information for individuals such as a Police Officer, Prosecutor, Defense Attorney, and Judge all will ask for the same information of mailing address and other address information for that Contact.

For any contact, you will be asked to enter an account name. Below is a naming convention you should use when entering account names.

For the account name for the Prosecutor, use the "District Attorney's office"

For the account name for the Judge, use the "Courthouse" name

For the account name for the Defense Attorney, use the "Defense Attorney's office" name

For the account name for the Arresting Officer, use the "Arresting Agency" Account Name

As with Accounts, for Contacts, it is important for you to enter as much information as possible.

Once you have entered all the information available for the record, please select "save" and the account will be saved and available for you to add to your Court Monitoring case records, under the Court Monitoring tab. More information on entering information into the case record are in the pages that follow.

Updating

You will also be able to access this contact in the future if there are any changes or updates to this account, such as an address change, for example, that you can then update.

To access an existing contact to update it, simply go back to the contact tab and, if you recently entered the account, it should appear on the Recent Accounts page. If it was created much earlier, go to the View tab at the middle top of the page and select, from the drop down menu, My Accounts. This should provide a list of your created accounts for you to select and update.



The updates that you make to your record should be viewable by others in your office, as you are all in the same "community group" and as such have access to view each other's case records, account and contact information. Only supervisors will have records from Court Monitors they manage though, rolled up into their dashboard view on their home page or accessible by the "dashboard" tab at the top of the toolbar.

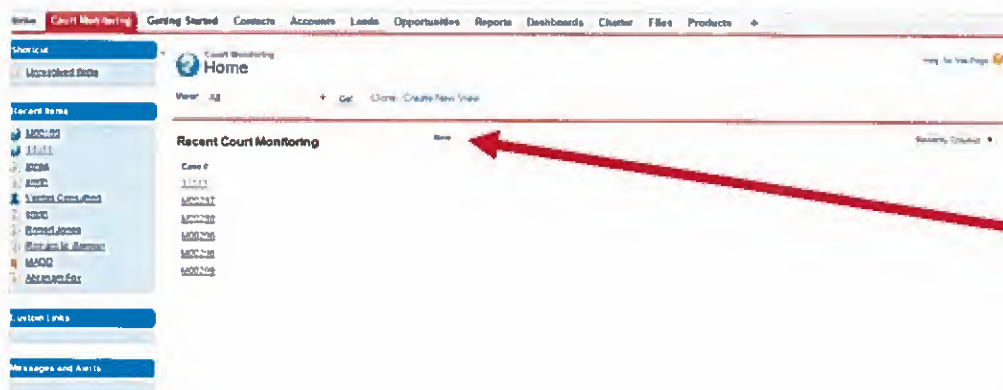
Adding or Updating a Case Record

Now that we have created accounts and contacts in the database, you can begin entering details and information on the case you are monitoring. Case information is housed in the database under the "Court Monitoring" tab in the toolbar.

This document will not go into the philosophy of each section noted in the form. This will be a very brief overview of each of the sections of the form and focus on how to incorporate data. For more information on the rationale, philosophy and context for each question on this form, please view again the Court Monitoring 101 training module or refer to your Court Monitoring Guide. In addition, please note that there is a paper form that mirrors this form online that you can take into court with you when you are monitoring cases. Most courts do not allow electronic devices, such as laptops or cell phones, in the courtroom.

To access the Court Monitoring online form and input your records on a case, please select the "Court Monitoring" tab from the toolbar at the middle top of the page.

On this page, you will see recent cases that have been added or updated in the system. From this screen, click the "New" button next to the words Recent Court Monitoring to open a new case record. From this Court Monitoring Home Page you also have tailored list views, Recent Viewed Cases, and the ability to create a new MADD Case.



"New" Court Monitoring Record

Once you select "new," you will be taken directly to the Court Monitoring Online form to enter your data. There are several sections to the form for a new record:

Information

Charge Information

Sanctions and Sentence

Efficiency of Court

Type of Proceedings

Additional Sanction information

Other Charges

We will walk through these sections briefly below.

Three Main Sections

Information. This captures basic background information on the case that is being monitored, such as State, Court Monitor name, Defendant, Judge, and the Case Start date.

Fields that say "Select" are picklist values, meaning you can only choose from the list provided. Fields that have a red line in front of them mean it is a required field and that you will not be able to save the record without filling it in. To save any record, the State, Court Monitor Name, Judge Name, Case Number, and Date DUI Issued are all required fields.

As a best practice, once you enter the required fields, you may want to click save at the top of the record.

You may also notice there are magnifying glass icons next to certain questions like Court Monitor, Judge, Defendant, Arresting Officer, Prosecutor, and Defense Attorney. This allows you to link information from your contacts to this case record.

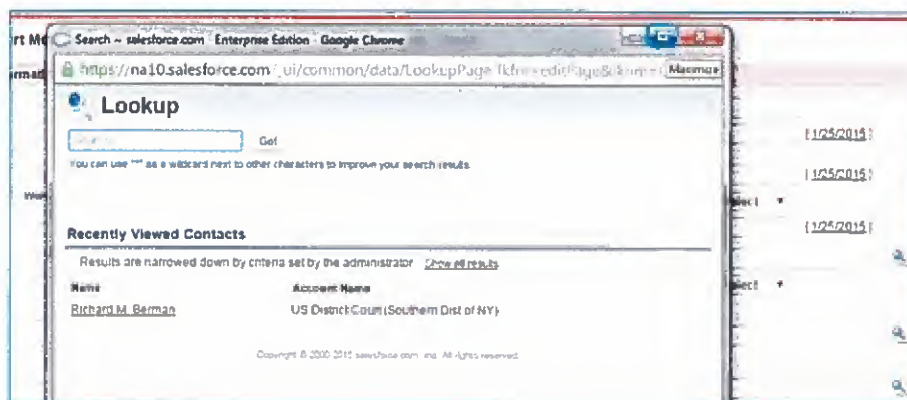
To access contacts and link to the case records, click on the magnifying glass icon next to the question, such as judge name. Once you click on the magnifying glass, you will be directed to a Lookup screen where you can search for the judge that presided over this case and link that judge to this case record.



The screenshot shows a form with various fields. On the left, under the 'Court Monitor' tab, there are fields for 'User', 'Were you present in court?', 'Was an interpreter needed/present?', 'If Yes, what language?', 'Judge', 'Judge Changed?', and 'Defendant'. Each of these fields has a magnifying glass icon to its right. A red arrow points from a text box to the magnifying glass icon next to the 'Judge' field. On the right side of the form, there are fields for 'Case Start Date', 'Case Status', 'Case Close Date', 'Arresting Officer', 'Was Arresting Officer Present?', 'Prosecutor', and 'Prosecutor Change?'. The 'Case Start Date' and 'Case Close Date' fields have date pickers showing '1/25/2015'.

Magnifying glass to access contact records for judge.

This will then take you to a contact look up screen where you can find your defendant's name entered previously and link to this case record under the court monitoring tab.



The screenshot shows the Salesforce 'Lookup' screen. At the top, there is a search bar with the text 'Search ~ salesforce.com Enterprise Edition - Google Chrome'. Below the search bar, there is a 'Get' button and a note: 'You can use "" as a wildcard next to other characters to improve your search results.' Below this, there is a section titled 'Recently Viewed Contacts' with a link 'Show all results'. The results are narrowed down by criteria set by the administrator. The table shows the following information:

| Name | Account Name |
|-----------------------------------|---|
| Richard M. Berman | US District Court (Southern Dist of NY) |

At the bottom, there is a copyright notice: 'Copyright © 2000-2015 salesforce.com, inc. All rights reserved.'

At the lookup screen you can either select the name of a judge that appears in your recently viewed contacts, if that is the correct Judge for this case, or you can search for a Judge record, in case another monitor in your location has created this Judge's contact.

Once you see the appropriate Judge's name, click on the name, and that name (and contact information) will now be linked to your Court Monitoring case record.

Once you have filled in all the required fields, you will move on to the next section: Charge Information.

Charge Information. This section allows for the documentation of basic charge information on the case to be recorded, such as whether the case was alcohol related, BAC information, and initial plea.

Once you have entered the charge information, you should then move to the next section of the form, **Sanctions and Sentence.**

Sanctions and Sentence. This section of the form allows you to document basic information on the disposition of the case and whether there are any amendments to the original charges and rationale for those amendments.

Once you have entered the information available in this section, you can either move on to enter information for Efficiency of Court, the Types of Proceedings, Sanctions and Other Charges questions OR if this information is not available, you can save and input this information later if needed.

Here is a view of the list as they appear on the template form until data is entered into those sections. To add a type of proceeding, other charge or details on sanction, click the “add new” button next to the information you would like to include.

Efficiency of Court

Add New Remove

Type of Proceedings

Add New Remove

Sanctions

Add New Remove

Other Charges

Add New Remove

Below are examples of what entering a new item looks like for each related list.

Efficiency of Court

| Could you hear the proceedings? | If yes, please describe | Was the hearing delayed? | Reason for Delay | If other, please describe (Select) | Efficiency of Court Score |
|--|-------------------------|--|----------------------|------------------------------------|---------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="text"/> | | |

Type of Proceeding

| Type of Proceedings | If other, please describe | Date of Proceeding |
|--|---------------------------|--|
| <div><div>Proceedings</div><div><div>None</div><div>None</div><div>Arrangement</div><div>Bench Trial</div><div>Bond Hearing</div><div>Court Setting</div><div>Jury Trial</div><div>Motion for Continuance</div><div>Motion to Suppress</div><div>Other</div><div>Plea Hearing</div><div>Preliminary Hearing</div><div>Probation/Pardon Review</div><div>Sentencing</div><div>Status Update</div><div>Treatment Review</div></div></div> | | <input type="text" value="1/28/2015"/> |

Sanctions

| Sanctions | Assessment | Learning Restrictions | Time Allowed | Other sanctions not listed? | Time Delayed | Time Allowed |
|---|------------|-----------------------|--------------|-----------------------------|--------------|--------------|
| <div><div>None</div><div>Alcohol - Outpatient Rehabilitation</div><div>Alcohol - Outpatient</div><div>Community Service</div><div>Continued Alcohol Monitoring</div><div>Court Fees</div><div>Exclusion School</div><div>Home Confinement</div><div>Ignition Interlock</div><div>Ignition Interlock - Subsequent</div><div>Jail</div><div>Licensed Professional</div><div>Licensed Professional - Subsequent</div><div>Non-MADCO V.P.</div><div>Outpatient Rehabilitation</div><div>Parole/Alcohol Monitoring</div><div>Probation Fees</div><div>Restitution</div><div>Sentence - Subsequent</div><div>None</div></div> | | | | | | |

Other Charges

You can add multiple rows to the last four sections by clicking the “add new” button every time you would like to add an additional row of fields. For example, you may need to add several sanctions for one case.

You can also click “Remove” if you added too many rows to a section.

Once you have included the information needed for each section, click “Save.”

And finally, below is what your saved record will look like with items filled in for Type of Proceedings, Efficiency of Court, Other Charges, and Sanctions. You will notice that the “new” button remains for each section. You can still add multiple types of proceedings, Efficiency of Court, charges and sanctions, but you will need to save each one as a separate “new” sanction, proceeding, or other charge.


| Type of Proceedings | | New Type of Proceeding | | Type of Proceedings Help ? |
|--|------------------------|---------------------------|--------------------|----------------------------|
| Action | Proceedings | If other, please describe | Date of Proceeding | |
| Edit Del | Motion for Continuance | | 1/22/2015 | |
| Edit Del | Other | MOTION FILED | 3/30/2015 | |
| Edit Del | Sentencing | | 5/4/2015 | |
| Edit Del | Other | MOTION FILED | 5/5/2015 | |

| Efficiency of Court | | New Efficiency of Court | | Efficiency of Court Help ? |
|-----------------------|--|-------------------------|--|----------------------------|
| No records to display | | | | |

| Other Charges | | New Other Charges | | Other Charges Help ? |
|--|---------------|------------------------------|----------------------------|------------------------|
| Action | Other Charges | If other, please describe | Date Other Charges Dropped | Disposition of Charges |
| Edit Del | Other | 15 | | Guilty |
| Edit Del | Other | DUI LIQUORS/DRUGS/VAPORS 1ST | 5/4/2015 | Dismissed |

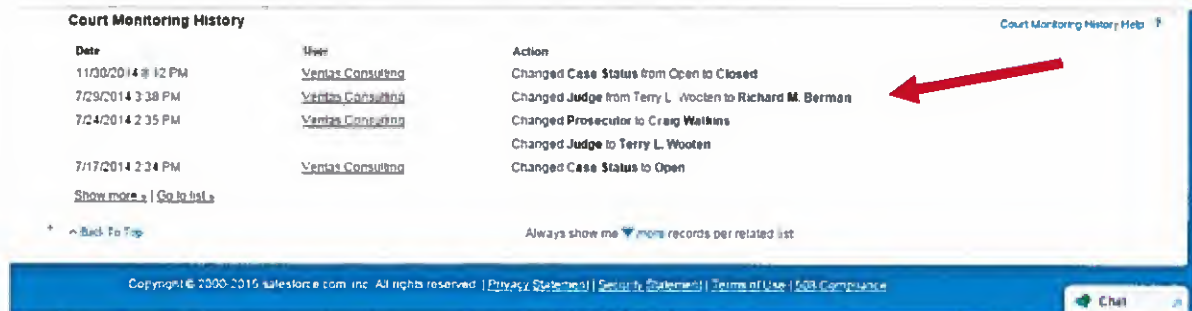
| Sanctions | | New Sanction | | Sanctions Help ? |
|--|----------------------|-----------------------------|--------|--|
| Action | Sanctions | Other sanctions not listed? | Amount | Time (Days): Time (Hours): Time (Months): Created By |
| Edit Del | Jail | | | Angela Duma 5/12/2015 12:49 PM |
| Edit Del | Supervised Probation | | | Angela Duma 5/12/2015 12:51 PM |

Once you have entered all of the information you have available, you will need to make sure the case status is correct. If this case is now a closed case (you will see this noted in the Information Section as "case status"), please switch the denotation of the case from open to closed. In addition, please also note the date the case was closed by the court. You can easily note this by clicking on the date next to the Case Close Date Question and selecting the date from the calendar. Then save your record. This is now one completed Court Monitoring case record.

| | |
|--------------------------------|---|
| Case # | |
| Date DUI Issued | [5/18/2015] |
| Case Start Date | [5/18/2015] |
| Case Status | Open  |
| Case Close Date | [5/18/2015] |
| Arresting Officer | |
| Was Arresting Officer Present? | Select |
| Prosecutor Change? | |
| Defense Attorney's Name | |
| Age | -None- |
| Birthdate | [5/18/2015] |

Tracking Your Changes

The Court Monitoring database easily tracks the information added to the system, and who added information or updated information in a case record. When you open an account, contact or case record, to see who updated or added information here, when, and what information, look at the bottom of the page under "System Information." It may also be called "Court Monitoring History."



| Date | User | Action |
|--------------------|--------------------|---|
| 11/30/2014 @ 12 PM | Ventura Consulting | Changed Case Status from Open to Closed |
| 7/29/2014 3:38 PM | Ventura Consulting | Changed Judge from Terry L. Wooten to Richard M. Berman |
| 7/24/2014 2:35 PM | Ventura Consulting | Changed Prosecutor to Craig Watkins |
| | | Changed Judge to Terry L. Wooten |
| 7/17/2014 2:34 PM | Ventura Consulting | Changed Case Status to Open |

Show more... | Go to list...
+ Back To Top
Always show me more records per related list

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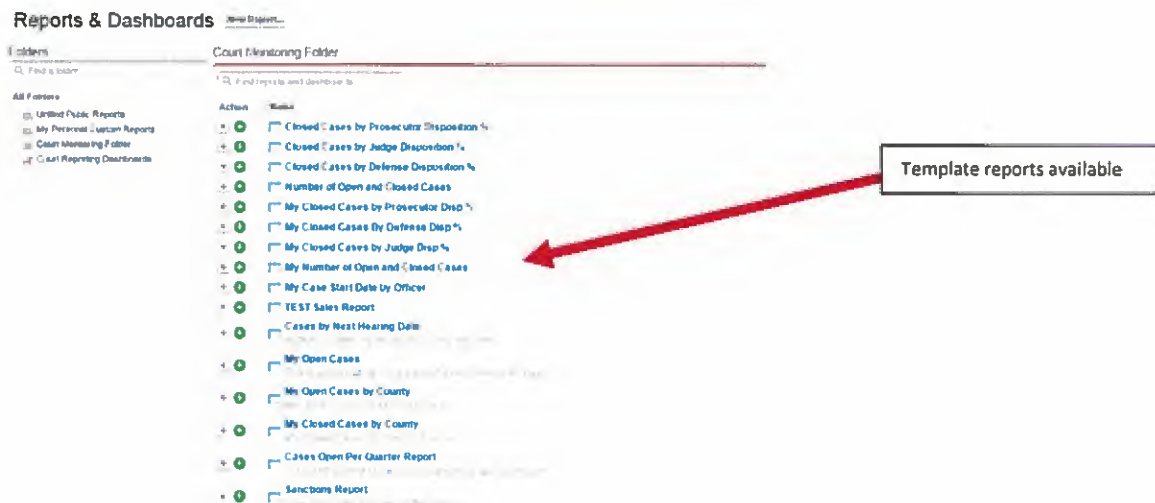
Chat

Any court monitor in the same "Community User" group will be able to see most recent updates to records, when and what was updated.

Running a Report

The final element of the database system to discuss at this time is the ease of access to trends and analyzing of the data. Of course, for new Court Monitoring programs, these trends will not be as impactful because there is not enough data in the system. But you will notice, the more data is entered, the more robust the reports will become and provide, at a glance, real time information for Court Monitors and Court Monitoring Program Supervisors.

To access these reports, click the "Report" tab on the top of the screen. Once you click report, you will be taken to the reporting and dashboards main page.



Reports & Dashboards

Find a report

Find reports and dashboards to

Template reports available

My Open Cases

My Open Cases by County

My Closed Cases by County

Cases Open Per Quarter Report

Sanctions Report

Here, a few custom reports have been created for you. It is very easy to access these reports and views of this information. However, please note that you will not be able to create a new report beyond what is available (see list above).

How to make a request for a report

The dashboard and report views are currently set for each user. If you would like to make changes to those elements of the database, please email programs@madd.org.

However, if you need a specific report for grant purposes, please follow the guidelines listed below.

Report Request Form

There is a report request form available to fill out to request for specific reports. Please email programs@madd.org and CC Crystal Sade for a link to this form.

There is also an example report on the next page.

Sample Report: Texas

Location or Main Column
Ex: Courthouse, Court
Monitoring Case #, County

Column Headings

| Court House | Court Monitoring: Case # | Case Status | | Closed | | Subtotal | Grand Total |
|--|--------------------------|--------------|---|--------|--------|----------|-------------|
| | | Gender | - | Male | Female | | |
| <input type="checkbox"/> Travis County Courthouse #5 | <u>C-1-CR-13-208529</u> | Record Count | 0 | 0 | 1 | 1 | 1 |
| | <u>C-1-CR-13-220971</u> | Record Count | 1 | 0 | 0 | 1 | 1 |
| | <u>C-1-CR-14-203372</u> | Record Count | 0 | 0 | 1 | 1 | 1 |
| | <u>C-1-CR-14-208812</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-212862</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-215076</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-217813</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | <u>C-1-CR-14-218774</u> | Record Count | 0 | 0 | 1 | 1 | 1 |
| | <u>C-1-CR-14-406794</u> | Record Count | 1 | 0 | 0 | 1 | 1 |
| | <u>C-1-CR-15-200578</u> | Record Count | 0 | 1 | 0 | 1 | 1 |
| | Subtotal | Record Count | 2 | 5 | 3 | 10 | 10 |
| | Grand Total | Record Count | 2 | 5 | 3 | 10 | 10 |

Totals/Subtotals Example: Gender

— BERTRAND R. PARNALL
— CYNTHIA A. BRAUN
— TYLER J. ATKINS
— HEATHER K. HANSEN
— EVA K. BLAZEJEWSKI
— MARK P. DINELLI

PARNALL
LAW

P. O. BOX 8009
ALBUQUERQUE, NEW MEXICO 87198-8009
505.268.6500, FAX: 505.268.8708

Office@ParnallLaw.com
www.ParnallLaw.com

January 6, 2016

RE: Letter of support for NM MADD and Aisha Smith, Exec. Director

To Whom It May Concern:

I run a 6 lawyer / 11 staff law firm that represents injured victims of wrongdoing. As a former prosecutor, I have particularly focused on helping victims of criminal wrongdoing. The crime of DWI has been particularly devastating to our community, killing and maiming thousands of innocent people. For many years, I have worked closely with and supported Mothers Against Drunk Driving. I have seen the help MADD provide. NM MADD is an organization that works compassionately and tirelessly to support victims of drunk driving – and to prevent drunk driving in the first place.

MADD has been an institution for decades, and has been instrumental in bringing down the number of fatalities in New Mexico. One aspect of its programs is to provide court monitoring, which has proven to be an effective way of ensuring consistency and integrity in the criminal judicial process of DWI cases. The state and national MADD organizations work well together, and they both have superior experience, training and resources that will make court monitoring more effective in terms of both results and costs.

In the past year, I have worked with Aisha Smith, as New Mexico's Executive Director of MADD, and found her to be an outstanding leader. She and her team have an exemplary track record especially in the areas of customer service, services delivered, and community engagement and support. She and her team will help MADD grow, and provide even more positive impact.

I fully support NM MADD and its staff in all the crucial services they provide. This letter is not merely verbiage: I also support MADD financially, having provided funding for over five years to support MADD's efforts to provide advocacy for victims, and to prevent drunk driving and underage drinking. I heartily endorse and support this meaningful and effective organization.

Please take our community forward by enabling MADD to do what it does best, and better than no other.

Very truly yours,



Bertrand R. Parnall

BRP/bp

Frank G. Magourilos, MPS, SCPS, ICPS
Prevention Works Consulting
4909 Summersville Drive NW
Albuquerque, NM 87120-3831
505.503.0744
www.NMCBBHP.org

January 4, 2016

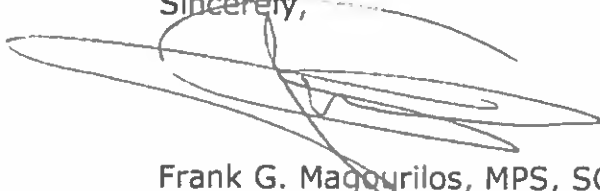
RE: Letter of support for NM MADD and Aisha Smith, ED

I have known and closely worked with NM MADD ED Aisha Smith in the past year. Aisha and her staff have an exemplary track record especially in the areas of; customer service, services delivered, and community engagement and support.

I fully, unequivocally, and strongly support NM MADD and staff in all areas of customer service and all the other needed and crucial community services they provide.

I have worked with MADD NM as a grantor since July 2012. We have provided funding for MADD NM to support their efforts to prevent underage drinking in Bernalillo County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank G. Magourilos', is written over a horizontal line.

Frank G. Magourilos, MPS, SCPS, ICPS
Prevention Works Consulting, Principle
SAMHSA SPF National Trainer
Oklahoma University MPS Program, Adjunct Professor
UNM CE SAPST Program, Adjunct Professor
NMCBBHP (NM Credentialing Board) Executive Director

VILLAGE OF LOS LUNAS/VALENCIA COUNTY
COMMUNITY SERVICES DEPARTMENT
DWI PROGRAM



P. O. BOX 1209, LOS LUNAS, NM 87031

<http://www.loslunasnm.gov/96/Valencia-County-DWI-Program>

PHONE (505) 352-7723 / FAX (505) 352-3590

To Whom It May Concern:

January 7, 2016

I am pleased to write this letter of support for Mothers Against Drunk Driving (MADD). The Village of Los Lunas/Valencia County DWI Program has collaborated with MADD on several occasions. Some of these capacities have included Protecting You Protecting Me (PYPM), Power of Parents, Sidne presentations, red ribbon week, and law enforcement support. Most recently, our DWI program collaborates with MADD to host local Victim Impact Panels and I have the pleasure of serving on the MADD State Board which allows our program to collaborate both locally and on a State level. As a member of the MADD State Board, I am aware that MADD New Mexico suffers from being underfunded and there is a very limited number of staff that is tasked with serving the entire State of New Mexico. While the limited number of staff continue to provide excellent services despite limited resources, additional funding would allow a much needed expansion in the services that could be provided to continue to serve victims and their families and prevent/deter DWI.

MADD is committed to serving its communities and continually searches for opportunities to work with other agencies in order to make a difference and positively impact the populace it serves. I commend MADD for their efforts in creating positive and healthy communities and urge that consideration be given to their request for funding.

If you have any questions or need further information, please feel free to contact me at (505)352-7723 or by email at: adameg@loslunasnm.gov.

Respectfully Submitted,

Ginny Adame, Senior Certified Prevention Specialist (S.C.P.S)
DWI Coordinator
Village of Los Lunas/Valencia County DWI Program



**OFFICE OF THE DISTRICT ATTORNEY
SECOND JUDICIAL DISTRICT
STATE OF NEW MEXICO**

**KARI BRANDENBURG
DISTRICT ATTORNEY**

January 8, 2016

TO: Vanessa Ytuarte
Contract Administration Section Supervisor
NMDOT – Procurement Services Bureau
(505) 827-5492

Dear Ms. Ytuarte,

I am the Deputy District Attorney of the Felony DWI Division of the 2nd Judicial District Attorney's Office. As an employee of the 2nd Judicial District Attorney's Office, I have had the opportunity of working with MADD for several years. In my experience MADD provides an invaluable resource to our office, the community, and to the victims of DWI offenses.

Our division is responsible for the prosecution of DWI cases that result in great bodily harm and death. MADD as an organization routinely volunteers their services to assist the victims and the families of the victims of these crimes, along with victims of DWI in general. The victim advocates employed by MADD inform the victims of available services and resources, help explain the legal process to them, inform them of court dates, and provide emotional support. The advocates are there for the victims throughout the legal process, and continue to provide services to victims after the legal case has resolved.

I have also served on the Board of Directors of MADD. As a board member, I have observed that MADD supports law enforcement efforts to prevent DWI offenses, supports efforts to prevent underage drinking, and assists with public education efforts to prevent DWI and underage drinking.

Juvenile Division 5100 Second St. NW
(505) 222-1160 Albuquerque, NM 87107
FAX (505) 241-1160

Main Office 520 Lomas Blvd. NW
(505) 222-1099 Albuquerque, NM 87102
FAX 1st Floor (505) 241-1100
FAX 2nd Floor (505) 241-1200
FAX 3rd Floor (505) 241-1299

Metro Division 520 Lomas Blvd. NW
(505) 222-1079 Albuquerque, NM 87102
FAX 241-1000



Bernalillo County Sheriff's Department

Manuel Gonzales III
Sheriff

Rudy Mora
Undersheriff

Greg Rees
Undersheriff

January 10, 2016

RE: Letter of support for NM MADD and Aisha Smith, ED

Bernalillo County Sheriff's Office has a long relationship with NM MADD in our ongoing efforts to fight DWI. I have been impressed by their professionalism and dedication to the mission. NM MADD's involvement in community projects provides credibility; the customer service they provide increases that credibility in all crucial community and state wide services they provide.

Without hesitation, I offer my full support to NM MADD, the Executive Director, Aisha Smith and the entire staff. The multiple partnerships NM MADD has with all aspects of law enforcement are vital to help end DWI.

Sincerely,

A handwritten signature in black ink, appearing to read "Manuel Gonzales III".

Manuel Gonzales III
Sheriff



Fluor Federal Solutions LLC
Albuquerque Job Corps Center
1500 Indian School Rd. NW
Albuquerque, NM 87104
USA

Samuel Kolapo
Center Director

January 8th, 2016

To Whom it May Concern:

As the Business Community Liaison for the Albuquerque Job Corps I am pleased and honored to acknowledge our wonderful partnership with our NM MADD. Their mission is to end drunk driving, help fight drugged driving, support the victims of these violent crimes and prevent underage drinking which is impacting our student population here the Albuquerque Job Corps. Their presentation is educating our young adults to make better choices that just don't affect them, but those around them and our community. NM MADD is sharing testimonies, statistics, information and most important, sharing resources that is impacting our student population.

We are proud to be part of our NM MADD movement and look forward to our continued partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Melodee Saiz", with a large, sweeping flourish extending from the end.

Melodee Saiz

The Albuquerque Job Corps
Business Community Liaison/Student Government Coordinator
505-222-4195 office
505-235-7194 cell